

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 001		3. EFFECTIVE DATE 04/01/2014		4. REQUISITION/PURCHASE REQ. NO.	
5. PROJECT NO. (If applicable)		6. ISSUED BY HPOD		7. ADMINISTERED BY (If other than Item 6)	
HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460		8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) BOOZ ALLEN HAMILTON INC. Attn: JANE HIMBERGER 8283 GREENSBORO DRIVE 7033770667 MCLEAN VA 221023838		9A. AMENDMENT OF SOLICITATION NO. 9B. DATED (SEE ITEM 11) 10A. MODIFICATION OF CONTRACT/ORDER NO. GS-10F-0090J EP-G14H-00785 10B. DATED (SEE ITEM 13) 03/27/2014	
CODE (b)(4)		FACILITY CODE			

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) Corrective change - FAR 52.212-4(c) "Changes"

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: (b)(4)

This administrative corrective modification is to remove the final option period (9/1/2014 - 9/30/2014) from this order. The new maximum expiration date of this order is August 31, 2014 and the ceiling price is \$575,000.00.

TOPO: Leah Henry Max Expire Date: 08/31/2014

LIST OF CHANGES:

Reason for Modification : Other Administrative Action

Total Amount for this Modification: -\$115,000.00

New Total Amount for this Award: \$575,000.00

Maximum Potential Expiration Date changed to : 08/31/2014

CHANGES FOR LINE ITEM NUMBER: 6

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Benjamin Shih	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. DATE SIGNED 04/01/2014	16C. DATE SIGNED 04/01/2014

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
GS-10F-0090J/EP-G14H-00785/001PAGE OF
2 2NAME OF OFFEROR OR CONTRACTOR
BOOZ ALLEN HAMILTON INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Total Amount changed from \$115,000.00 to \$0.00 Start Date Deleted : Previous Start Date: 09/01/2014 End Date Deleted : Previous End Date: 09/30/2014 Delivery Location Code: HPOD HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 USA Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive Durham NC 27711 FOB: Destination Period of Performance: 04/01/2014 to 04/30/2014				

**U. S. Environmental Protection Agency
Safety, Health and Environmental Management Division
Statement of Work
National Technical and Assistance Services**

Period of Performance

Base Period: 4/1/2014 - 4/30/2014, Option Period I: 5/1/2014 - 5/31/2014, Option Period II: 6/1/2014 - 6/30/2014
Option Period III: 7/1/2014 - 7/31/2014, Option Period IV: 8/1/2014 - 8/31/2014, Option Period V: 9/1/2014 - 9/30/2014

Background

The Safety, Health & Environmental Management Division (SHEMD) plays a vital role in supporting the Agency in executing its mission to protect human health and the environment. The Agency cannot perform its mission without human capital, real property, and a safe environment to work in. It is SHEMD's mission and responsibility to establish Agency policies and programs, provide technical assistance, and conduct evaluations to assure safe and healthful working conditions and environmental compliance of all Agency units.

Several areas of technical support are expected to assist SHEMD in supporting its mission: Occupational Health and Safety, Environmental Compliance, Environmental Management Systems, Health and Safety Management Systems, Information Management for Safety, Health and Environmental Programs, Fire and Life Safety and Training and Special Projects (e.g., Nanotechnology, Water Vessels, Mobile Laboratories and Chemical Warfare Agents).

Objectives

The contractor shall provide professional assistance to help SHEMD assure Agency facilities, activities and projects are in full compliance with current safety, health and environmental laws, state and local regulations, Agency guidance and directives and national consensus standards. Work will be assigned using written Technical Direction Letters (TDLs) as needed. The majority of work issued under the contract will be for small projects (under 500 labor hours) or situations where time is limited. The contractor should prepare to respond to TDLs on short notice. As listed, the EPA may require the contractor to provide the following types of support and technical assistance:

Task 1: Technical Assistance to Support SHEMD's Occupational Health and Safety Program

Task 1 a: *Administrative Support*

The contractor shall:

- * Develop draft policies, manuals and guidelines;
- * Identify workplace hazards and mitigation measures, including personal protective clothing for employees;
- * Prepare Safety Health Environmental Management (SHEM) program performance reports;
- * Prepare reports and keep records of accident/illness investigations, employee

complaints and investigations, occupational injuries and illnesses and hazardous duty assistance:

- * Support the Occupational Health and Safety Committee: including preparing meeting notices, recording and distributing minutes, attending meetings and serving as a technical advisor for the OH&S committee – meetings will be held either local or specified designated locations. Number of Trips – at a minimum of 50 trips per year
- * Provide logistical support for briefings, meetings and conferences, including arranging audio-visual needs, producing hand-outs, posters or signs, arranging for meeting rooms, developing presentation materials, assisting with registration, arranging for speakers and assisting with the development of agendas.

Task 1 b: *Training and Program Promotion Support*

The contractor shall:

- * Develop and/or present training programs for employee orientation to occupational health & safety, safety, health and environmental management, supervisory responsibilities, office safety, vehicle education and safety, emergency first aid, CPR and/or use of Automated External Defibrillators (AEDs), EPA's Wellness Program, maternal wellness, respiratory protection, general laboratory safety, hazardous materials handling, field safety, hazardous materials transportation, radiation safety, injury and illness reporting requirements, permit requirements and HAZWOPER basic (24 hours), intermediate (32 hours), and advanced (40 hours) courses;
- * Develop and distribute on-the-job health and safety documents, e.g., newsletter articles, bulletin board information and poster programs, memoranda and other occupational health and safety information.

Task 1 c: *Technical Assistance*

The contractor shall:

- * Implement Office Safety Programs, e.g., hazard recognition and abatement, emergency equipment and procedures, housekeeping, materials handling and media sampling and monitoring;
- * Implement Laboratory Safety Programs, such as safe handling, use, storage and disposal of hazardous materials, material safety data sheets, safe handling and use of compressed gases, protective equipment requirements, laboratory protocols for glassware, pipetting and analytical procedures, emergency equipment and procedures, housekeeping, posting of hazardous areas, materials handling and injury and illness reporting requirements;
- * Implement Field Safety Programs, e.g., vehicle safety programs (vessels, cars, trucks, mobile labs, trailers, etc.), handling hazardous substances in the field, sampling hazardous substances, personal protective equipment, materials handling, confined space entry, sites of unknown toxicity and emergency response;
- * Implement Noise Control Programs including protective equipment and monitoring and abatement; EPA will review all draft recommendations by the contractor prior to decisions on items of policy, regulation, or statute.

- * Assist Radiation Safety Programs, to include licensing requirements, posting and warning, personal protective equipment and badging and survey monitoring;
- * Assist asbestos and chemical management programs, e.g., State and local laws and regulations, chemical inventories and sampling and abatement.

Task 2: Technical assistance to Support SHEMD's Environmental Compliance Program

Task 2a: *Administrative Support*

The contractor shall:

- * Develop and update Environmental Management policies, manuals and guidelines;
- * Provide SHEMD officials with all current applicable regulatory requirements and proposed changes in the area of environmental management;
- * Prepare draft checklists and model documents to facilitate regional and research laboratory compliance with regulations, laws, policies, guidelines and national standards;
- * Maintain documents/records.

Task 2b: *Training and Promotion Support*

The contractor shall:

- * Identify training needs;
- * Develop and/or present training materials;
- * Develop and prepare promotional materials, including audio-visual materials, posters, newsletter articles, bulletin board information and memoranda. The training audience shall vary from senior EPA managers, SHEM and EMS coordinators, to the employees of the Agency, throughout the life of the contract..

Task 2c: *Technical Assistance*

The contractor shall:

- * Provide expert consultants on environmental management;
- * Respond to information from field laboratories and regional offices;
- * Prepare and execute plans for sampling emissions;
- * Review plans and specifications and compile needed comments for building modifications and new construction;
- * Prepare A-11 Annual Report, Federal facility biennial hazardous waste activity reports, safety, health and environmental management requirements and abatement action reports for building and facilities projects;
- * Identify permit needs of EPA facilities and prepare permit applications as required;
- * Assist at public hearings in support of the permit process;
- * Create a library of all permit applications and permits.

Task 3: Technical Assistance to Support SHEMD's Environmental Management Systems (EMS) Program

Task 3a: *Administrative Support*

The contractor shall:

- * Prepare EMS reports, documents, etc, as needed;
- * Develop an EMS tracking system;
- * Update EMS information;
- * Summarize applicable ISO 14001 requirements and proposed changes;
- * Maintain documents and records;
- * Prepare draft checklists to facilitate EPA's implementation of ISO 14001 guidelines, regulations, laws, policies and national standards.

Task 3b: *Training and Promotion Support*

The contractor shall:

- * Identify EMS training needs;
- * Develop and present training materials and promotional materials;
- * Prepare EMS and ISO 14001 presentations and provide demonstrations at meetings, conferences, etc;
- * Provide EMS awareness and competency training;
- * Prepare EMS presentation materials.

Task 3c: *Technical Support*

The contractor shall:

- * Provide expert consultants on the ISO 14001 standard and on EMS implementation;
- * Provide on-site support for EMS staff;
- * Assist with obtaining ISO 14001 registration;
- * Provide an EMS information hotline service;
- * Develop an EMS performance tracking system.

Task 4: Technical Assistance to Support SHEMD's Fire and Life Safety Support

Task 4a: *Administrative Support*

The contractor shall:

- * Develop and update guidelines, manuals and standards covering core practices;
- * Identify compliance requirements in accordance with the National Fire Protection Association;
- * Develop briefings and presentations;
- * Prepare draft and final reports.

Task 4b: *Technical Support*

The contractor shall:

- * Provide expert consultants on fire and life safety topics;
- * Review plans and specifications for building modifications and new construction;
- * Test and inspect fire protection systems.

Task 5: Special Projects (e.g. Communications and Strategic Planning, Nanotechnology,

Quality Assurance, etc.)

Task 5a: Administrative Support

The contractor shall:

- * Prepare and update program documents, guidelines and manuals;
- * Develop briefing packages and presentations;
- * Prepare posters and flyers for special programs and events;
- * Provide logistical support for special programs and events.

Task 5b: Technical Support

The contractor shall:

- * Provide technical assistance, including expert consultants;
- * Provide data analysis.

Task 6: Reports

Task 6a: Bi-Weekly Report

The contractor shall submit, electronically, a bi-weekly projection of work in hours and dollars for each activity identified by a TDL within 5 days of the first and third week of each month. The data will be imported into the SHEMD Budget Tracking System. The report shall be submitted using Microsoft Excel and will be consistent with the format of the example in Figure 1.

A spreadsheet shall summarize TDLs with only one entry per TDL, e.g. if a TDL has been amended only the adjusted information would be reflected.

Figure 1
Bi-Weekly Projection Report
Contract AB-12C-3456D, Order No. 7E-8910-FGHI
Actual Hours and Costs through 00/00/00; Projections from 00/00/00 through 00/00/00

TDL	Date Issued	TDL Name	Status	TDL Hours	Hrs Spent	Hrs Left	% Hrs Spent	Hrs Projected	Budget	Actual Costs	Amt. Left	% Spent	Budget Projected
1	##	Title		#	#	##	###	##	\$	\$	\$		
2	##	Title		#	#	##	###	##	\$	\$	\$		
3	##	Title		#	#	##	###	##	\$	\$	\$		
4	##	Title		#	#	##	###	##	\$	\$	\$		
5	##	Title		#	#	##	###	##	\$	\$	\$		
6	##	Title		#	#	##	###	##	\$	\$	\$		
7	##	Title		#	#	##	###	##	\$	\$	\$		

Task 6 b: Monthly Reports

The contractor shall submit an electronic monthly status report within 14 days of the end of each month. The report shall consist of four sections 1) progress section, 2) financial status section at the Task Order level, 3) TDL cost summary and 4) consolidated financial summary. It shall

include a description of work completed for each active project (TDL number and project title), actual and projected deliverables, labor hours burned, dollars charged and percentage of project completed. The financial status section shall reflect the contractors cost and labor hours. The contractor shall report the authorized spending level and labor hours (for the current and previous months), cost and labor hours and the cumulative cost and labor hours invoiced to the Agency. The TDL section of the monthly report shall include the TDL project name for each completed and active project, the current labor hours and dollars charged that month, cumulative labor hours and dollars accrued against each project. The consolidated financial summary shall include the identification of each labor rate category, the hourly rate, number of hours expended that month and cumulatively, any funds expended that month and cumulatively, the contractors who worked on each project (identify the project by the TDL number), along with their hours and rates and any other costs incurred (e.g. travel).

The contractor shall also submit, electronically, the monthly report, within 14 days of the end of each month, for each active TDL to the assigned technical representative – the technical point of contact. The report shall include a narrative summary and activity statement that explains the level of work performed under the TDL, the number of labor hours burned, the total cost incurred, summary of deliverables submitted, anticipated future activities and the percent of the project completed.

OTHER INFORMATION

EPA Facilities

Although the majority of work under this contract will not require on-site support, there are occasions when on-site support may be needed. Locations include Agency offices or laboratories.

EPA's Headquarters buildings are located in Washington, D.C. Additionally, there are approximately 29 laboratories and 15 area offices throughout the U.S. and Puerto Rico that perform scientific and technological activities ranging from enforcement and technical services to research and development. The following is a description of the different types of EPA facilities:

Regional Offices: The Regions provide administrative support for the development and implementation of comprehensive and integrated environmental protection programs.

Regional Science and Technology Services: The ten regional laboratories support the regional programs primarily through the provision of laboratory analytical support, quality oversight, and technical activities for enforcement and compliance.

National Program Laboratories for the Office of Research and Development (ORD): ORD has three (3) national program laboratories that oversee the activities of approximately 30 Divisions nationwide. These facilities engage in basic research, application-driven research and technical assistance.

Other Program Laboratories (Air and Radiation, Pesticides, Water and Enforcement): These laboratories support regulatory and short-term needs through laboratory analytical services, enforcement, compliance activities, monitoring, technical assistance and other services.

Headquarters: EPA Headquarters is responsible for the Agency's policy making, management, administration and integration functions for research, monitoring, enforcement and standard-setting pertaining to the protection of the environment.

Non-building Facilities: In addition to the above, the Agency maintains various vehicles, vessels and aircraft used in the performance of duties.

Format of Written Deliverables

Written deliverables and training requirements will be identified in individual TDLs. The contractor shall provide a draft of all written deliverables to the EPA PO. The government will provide comments on these in writing. The contractor shall take into account comments from non-EPA personnel as provided by the EPA PO. The contractor shall then revise and distribute final copies of the deliverables.

All reports and other documentation prepared under any given TDL shall be prepared in accordance with Agency guidance. Other documentation standards and formats may be used provided they receive written approval in advance by EPA's Project Officer. EPA personnel will fully review the contractor's products and services before making a final determination regarding their technical soundness and adherence to Agency policies and procedures. The contractor shall not attend or participate in training without prior EPA approval. All training sessions will have the EPA PO or his/her designee present.

Miscellaneous

The contractor shall not interpret EPA policy on behalf of EPA nor make decisions on items of policy, regulation, or statute. Contractor employees shall prominently display badges identifying them as contractors.

Unless otherwise specified in a given TDL, the contractor shall furnish all necessary personnel, facilities, equipment, materials and services required for performance of this contract. Any assignments with regard to statistical surveys, data collection using questionnaires or statistical analysis of survey data shall be performed in accordance with required procedures and established guidance, including the "EPA Survey Management Handbook <http://www.epa.gov/oamcinc1/0711333/handbook.pdf>."

In accordance with EPA policy, the contractor shall provide a quality assurance plan prior to the collection of any environmental data under this contract. The contractor shall be required to collect of any environmental data for the purpose of executing the Agency program requirements.

Reference Documents

The following statutes and Executive Orders authorize the Agency to allocate resources and obligate funding to establish and maintain a comprehensive Occupational Safety, Health and Environmental Management Program to protect its Federal employees from injury or illness during their official duties and to protect the environment from the activities performed at an EPA-occupied facility:

1. Code of Federal Regulation, Title 29, Part 1960. "Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters," Part 1910. "Occupational Safety and Health Standards", and Part 1926, "Safety and Health Regulations for Construction"
2. Code of Federal Regulations, Titles 10, 40, and 49
3. Occupational Safety and Health Act of 1970, Section 6 (29 USC 655) and Section 19 (29 USC 668)
4. Clean Air Act of 1975, as amended, 69 Stat. 485, (42 USC 7401-7642)
5. Clean Water Act of 1972, as amended, PL 92-500, (33 USC 1251-1376)
6. Resource Conservation and Recovery Act of 1976, as amended, PL 94-580, (42 USC 6901)
7. Federal Insecticide, Fungicide and Rodenticide Act of 1972, PL 92-516, (7 USC 136)
8. Toxic Substances Control Act of 1976, PL 94-469 (15 USC 2601)
9. Comprehensive Environmental Response, Compensation and Liability Act of 1980, as amended [specifically the Superfund Amendments and Re-authorization Act of 1986 (SARA), PL 99-499] PL 96-510, (42 USC 9601-9657)
10. Safe Drinking Water Act of 1974, as amended (specifically, the Safe Drinking Water Act Amendments of 1986), PL 99-339, PL 93-523, (42 USC 300f, et seq.)
11. Pollution Prevention Act of 1990, PL 101-508, (42 USC 13101)
12. Alternate Motor Fuels Act of 1983, PL 100-494, (42 USC 6374, 15 USC 2001)
13. National Environmental Policy Act of 1969 (NEPA), PL 91-190, (42 USC 4321)
14. Federal Facilities Compliance Act of 1992, PL 102-386, (42 USC 6961)
15. The Comprehensive Alcohol Abuse and Alcohol Prevention, Treatment Rehabilitation Act of 1972, as amended, Section 413 (21 USC 1180); FPM Letter 792-7; FPM Letter 792-9
16. Atomic Energy Act of 1954, PL 83-703, (10 U.S.C.)
17. Energy Policy and Conservation Act of 1975, PL 94-163
18. National Energy Conservation Policy Act of 1978, PL 95-619
19. Energy Security Act of 1980, PL 96-294
20. Emergency Planning and Community Right-to-Know Act of 1986, PL 99-499; (U.S.C. 11001-11050)
21. Federal Mine Safety and Health Act, PL 95-164, (30 U.S.C. 957)
22. Energy Policy Act of 1992, PL 102-486

23. Energy Independence and Security Act of 2007, PL 110-140
24. Energy Policy Act of 2005, PL 109-58
25. Executive Order 12196, Occupational Safety and Health for Federal Employees, 1980
26. Executive Order 12088, Federal Compliance with Pollution Control Standards, 1978
27. Executive Order 12146, Management of Federal Legal Resources, 1979
28. Executive Order 12580, Superfund Implementation, 1987
29. Executive Order 12759, Energy Efficiency, 1991
30. Executive Order 12856, Federal Compliance with Right-To-Know Laws and Pollution Prevention Requirements, 1993
31. Executive Order 13058, Protecting Federal employees and the Public from Exposure to Tobacco Smoke in the Federal Workplace, 1997
32. Executive Order 13150, Federal Workforce Transportation, 2002
33. Executive Order 13221, Energy Efficiency Standby Power Devices
34. Executive Order 13228, Establishing the Office of Homeland Security and the Homeland Security Council, 2001
35. Executive Order 13432, Strengthening Federal Environmental, Energy, and Transportation Management, 2007
36. United States Code, Title 5, Section 7901, "Health Service Programs," and Section 7902, "Safety Programs"
37. Presidential Decision Directive 39 on Terrorism, 1995
38. Presidential Decision Directive 62 on Combating Terrorism, 1998
39. Presidential Decision Directive 63 on Protecting America's Critical Infrastructures, 1998
40. Presidential Decision Directive 67 on Enduring Constitutional Government and Continuity of Government Operations, 1998
41. Presidential Decision Directive 75 on U.S. Counterintelligence Effectiveness
42. United States Department of Justice, United States Marshals Service Report, *Vulnerability Assessment of Federal Facilities*, June 28, 1995
43. Interagency Security Committee's Security Design Criteria for New Federal Office Buildings and Major Modernization Projects, May 28, 2001
44. General Services Administration's Public Building Service Facilities Standards, 2001
45. General Services Administration's Revised National Security Alert Guidelines, April 18, 2000
46. EPA Order 1440.1
47. EPA Order 1460.1, Medical Surveillance
48. EPA Facilities Safety Manuals (Volumes 3 & 4)
49. EPA Order 1440.2, Training

The Contractor will be familiar with and knowledgeable of these laws, statutes, orders, requirements, regulations and standards. In addition, EPA facilities and activities may also fall under more restrictive or additional state and local regulations. New regulations may be enacted or established during this contract, which may affect the agreement. The contractor will become familiar with and knowledgeable of additions as necessary.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES	
				1 2	
2. AMENDMENT/MODIFICATION NO.		3. EFFECTIVE DATE		4. REQUISITION/PURCHASE REQ. NO.	
002		04/24/2014		PR-OARM-14-00531	
6. ISSUED BY		CODE		5. PROJECT NO. (If applicable)	
HPOD		HPOD			
HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460				7. ADMINISTERED BY (If other than Item 6)	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)		(x)		9A. AMENDMENT OF SOLICITATION NO.	
BOOZ ALLEN HAMILTON INC. Attn: JANE HIMBERGER 8283 GREENSBORO DRIVE 7033770667 MCLEAN VA 221023838				9B. DATED (SEE ITEM 11)	
		x		10A. MODIFICATION OF CONTRACT/ORDER NO.	
				GS-10F-0090J EP-G14H-00785	
				10B. DATED (SEE ITEM 13)	
CODE (b)(4)		FACILITY CODE		03/27/2014	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

Net Increase:

\$70,000.00

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) EPAAR 1552.217-75

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: (b)(4)

This modification exercises Option Period 1 of this order (5/1/2014 - 5/31/2014) and adds \$70,000.00 of incremental funding.

All other terms and conditions remain unchanged.

TOPO: Leah Henry Max Expire Date: 08/31/2014

LIST OF CHANGES:

Reason for Modification : Exercise an Option

Period Of Performance End Date changed from 2014-04-30 to 2014-05-31

New Total Amount for this Version: \$115,000.00

New Total Amount for this Award: \$575,000.00

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
		Benjamin Shih	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. DATE SIGNED	16C. DATE SIGNED
(Signature of person authorized to sign)		04/24/2014	04/24/2014

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED	PAGE	OF
	GS-10F-0090J/EP-G14H-00785/002	2	2

NAME OF OFFEROR OR CONTRACTOR
BOOZ ALLEN HAMILTON INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Obligated Amount for this Modification: \$70,000.00 New Total Obligated Amount for this Award: \$150,500.00 Incremental Funded Amount changed: from \$80,500.00 to \$150,500.00 CHANGES FOR LINE ITEM NUMBER: 2 Obligated Amount for this modification: \$70,000.00 Incremental Funded Amount changed from \$0.00 to \$70,000.00 Exercised option</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 14-15-B-51HH-ZZZGF2-2504-1451NWH002-001 Beginning FiscalYear 14 Ending Fiscal Year 15 Fund (Appropriation) B Budget Organization 51HH Program (PRC) ZZZGF2 Budget (BOC) 2504 Job # (Site/Project) Cost Organization DCN-LineID 1451NWH002-001 Amount: \$70,000.00 Subject To Funding: N Payment Address:</p> <p>Delivery Location Code: HPOD HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 USA</p> <p>Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive Durham NC 27711</p> <p>FOB: Destination Period of Performance: 04/01/2014 to 05/31/2014</p>				

**U. S. Environmental Protection Agency
Safety, Health and Environmental Management Division
Statement of Work
National Technical and Assistance Services**

Period of Performance

Base Period: 4/1/2014 - 4/30/2014, Option Period I: 5/1/2014 - 5/31/2014, Option Period II: 6/1/2014 - 6/30/2014
Option Period III: 7/1/2014 - 7/31/2014, Option Period IV: 8/1/2014 - 8/31/2014, Option Period V: 9/1/2014 - 9/30/2014

Background

The Safety, Health & Environmental Management Division (SHEMD) plays a vital role in supporting the Agency in executing its mission to protect human health and the environment. The Agency cannot perform its mission without human capital, real property, and a safe environment to work in. It is SHEMD's mission and responsibility to establish Agency policies and programs, provide technical assistance, and conduct evaluations to assure safe and healthful working conditions and environmental compliance of all Agency units.

Several areas of technical support are expected to assist SHEMD in supporting its mission: Occupational Health and Safety, Environmental Compliance, Environmental Management Systems, Health and Safety Management Systems, Information Management for Safety, Health and Environmental Programs, Fire and Life Safety and Training and Special Projects (e.g., Nanotechnology, Water Vessels, Mobile Laboratories and Chemical Warfare Agents).

Objectives

The contractor shall provide professional assistance to help SHEMD assure Agency facilities, activities and projects are in full compliance with current safety, health and environmental laws, state and local regulations, Agency guidance and directives and national consensus standards. Work will be assigned using written Technical Direction Letters (TDLs) as needed. The majority of work issued under the contract will be for small projects (under 500 labor hours) or situations where time is limited. The contractor should prepare to respond to TDLs on short notice. As listed, the EPA may require the contractor to provide the following types of support and technical assistance:

Task 1: Technical Assistance to Support SHEMD's Occupational Health and Safety Program

Task 1 a: *Administrative Support*

The contractor shall:

- * Develop draft policies, manuals and guidelines;
- * Identify workplace hazards and mitigation measures, including personal protective clothing for employees;
- * Prepare Safety Health Environmental Management (SHEM) program performance reports;
- * Prepare reports and keep records of accident/illness investigations, employee

complaints and investigations, occupational injuries and illnesses and hazardous duty assistance:

- * Support the Occupational Health and Safety Committee: including preparing meeting notices, recording and distributing minutes, attending meetings and serving as a technical advisor for the OH&S committee – meetings will be held either local or specified designated locations. Number of Trips – at a minimum of 50 trips per year
- * Provide logistical support for briefings, meetings and conferences, including arranging audio-visual needs, producing hand-outs, posters or signs, arranging for meeting rooms, developing presentation materials, assisting with registration, arranging for speakers and assisting with the development of agendas.

Task 1 b: *Training and Program Promotion Support*

The contractor shall:

- * Develop and/or present training programs for employee orientation to occupational health & safety, safety, health and environmental management, supervisory responsibilities, office safety, vehicle education and safety, emergency first aid, CPR and/or use of Automated External Defibrillators (AEDs), EPA's Wellness Program, maternal wellness, respiratory protection, general laboratory safety, hazardous materials handling, field safety, hazardous materials transportation, radiation safety, injury and illness reporting requirements, permit requirements and HAZWOPER basic (24 hours), intermediate (32 hours), and advanced (40 hours) courses;
- * Develop and distribute on-the-job health and safety documents, e.g., newsletter articles, bulletin board information and poster programs, memoranda and other occupational health and safety information.

Task 1 c: *Technical Assistance*

The contractor shall:

- * Implement Office Safety Programs, e.g., hazard recognition and abatement, emergency equipment and procedures, housekeeping, materials handling and media sampling and monitoring;
- * Implement Laboratory Safety Programs, such as safe handling, use, storage and disposal of hazardous materials, material safety data sheets, safe handling and use of compressed gases, protective equipment requirements, laboratory protocols for glassware, pipetting and analytical procedures, emergency equipment and procedures, housekeeping, posting of hazardous areas, materials handling and injury and illness reporting requirements;
- * Implement Field Safety Programs, e.g., vehicle safety programs (vessels, cars, trucks, mobile labs, trailers, etc.), handling hazardous substances in the field, sampling hazardous substances, personal protective equipment, materials handling, confined space entry, sites of unknown toxicity and emergency response;
- * Implement Noise Control Programs including protective equipment and monitoring and abatement; EPA will review all draft recommendations by the contractor prior to decisions on items of policy, regulation, or statute.

- * Assist Radiation Safety Programs, to include licensing requirements, posting and warning, personal protective equipment and badging and survey monitoring;
- * Assist asbestos and chemical management programs, e.g., State and local laws and regulations, chemical inventories and sampling and abatement.

Task 2: Technical assistance to Support SHEMD's Environmental Compliance Program

Task 2a: *Administrative Support*

The contractor shall:

- * Develop and update Environmental Management policies, manuals and guidelines;
- * Provide SHEMD officials with all current applicable regulatory requirements and proposed changes in the area of environmental management;
- * Prepare draft checklists and model documents to facilitate regional and research laboratory compliance with regulations, laws, policies, guidelines and national standards;
- * Maintain documents/records.

Task 2b: *Training and Promotion Support*

The contractor shall:

- * Identify training needs;
- * Develop and/or present training materials;
- * Develop and prepare promotional materials, including audio-visual materials, posters, newsletter articles, bulletin board information and memoranda. The training audience shall vary from senior EPA managers, SHEM and EMS coordinators, to the employees of the Agency, throughout the life of the contract..

Task 2c: *Technical Assistance*

The contractor shall:

- * Provide expert consultants on environmental management;
- * Respond to information from field laboratories and regional offices;
- * Prepare and execute plans for sampling emissions;
- * Review plans and specifications and compile needed comments for building modifications and new construction;
- * Prepare A-11 Annual Report, Federal facility biennial hazardous waste activity reports, safety, health and environmental management requirements and abatement action reports for building and facilities projects;
- * Identify permit needs of EPA facilities and prepare permit applications as required;
- * Assist at public hearings in support of the permit process;
- * Create a library of all permit applications and permits.

Task 3: Technical Assistance to Support SHEMD's Environmental Management Systems (EMS) Program

Task 3a: *Administrative Support*

The contractor shall:

- * Prepare EMS reports, documents, etc, as needed;
- * Develop an EMS tracking system;
- * Update EMS information;
- * Summarize applicable ISO 14001 requirements and proposed changes;
- * Maintain documents and records;
- * Prepare draft checklists to facilitate EPA's implementation of ISO 14001 guidelines, regulations, laws, policies and national standards.

Task 3b: *Training and Promotion Support*

The contractor shall:

- * Identify EMS training needs;
- * Develop and present training materials and promotional materials;
- * Prepare EMS and ISO 14001 presentations and provide demonstrations at meetings, conferences, etc;
- * Provide EMS awareness and competency training;
- * Prepare EMS presentation materials.

Task 3c: *Technical Support*

The contractor shall:

- * Provide expert consultants on the ISO 14001 standard and on EMS implementation;
- * Provide on-site support for EMS staff;
- * Assist with obtaining ISO 14001 registration;
- * Provide an EMS information hotline service;
- * Develop an EMS performance tracking system.

Task 4: Technical Assistance to Support SHEMD's Fire and Life Safety Support

Task 4a: *Administrative Support*

The contractor shall:

- * Develop and update guidelines, manuals and standards covering core practices;
- * Identify compliance requirements in accordance with the National Fire Protection Association;
- * Develop briefings and presentations;
- * Prepare draft and final reports.

Task 4b: *Technical Support*

The contractor shall:

- * Provide expert consultants on fire and life safety topics;
- * Review plans and specifications for building modifications and new construction;
- * Test and inspect fire protection systems.

Task 5: Special Projects (e.g. Communications and Strategic Planning, Nanotechnology,

Quality Assurance, etc.)

Task 5a: Administrative Support

The contractor shall:

- * Prepare and update program documents, guidelines and manuals;
- * Develop briefing packages and presentations;
- * Prepare posters and flyers for special programs and events;
- * Provide logistical support for special programs and events.

Task 5b: Technical Support

The contractor shall:

- * Provide technical assistance, including expert consultants;
- * Provide data analysis.

Task 6: Reports

Task 6a: Bi-Weekly Report

The contractor shall submit, electronically, a bi-weekly projection of work in hours and dollars for each activity identified by a TDL within 5 days of the first and third week of each month. The data will be imported into the SHEMD Budget Tracking System. The report shall be submitted using Microsoft Excel and will be consistent with the format of the example in Figure 1.

A spreadsheet shall summarize TDLs with only one entry per TDL, e.g. if a TDL has been amended only the adjusted information would be reflected.

Figure 1
Bi-Weekly Projection Report
Contract AB-12C-3456D, Order No. 7E-8910-FGHI
Actual Hours and Costs through 00/00/00; Projections from 00/00/00 through 00/00/00

TDL	Date Issued	TDL Name	Status	TDL Hours	Hrs Spent	Hrs Left	% Hrs Spent	Hrs Projected	Budget	Actual Costs	Amt. Left	% Spent	Budget Projected
1	##	Title		#	#	##	###	##	\$	\$	\$		
2	##	Title		#	#	##	###	##	\$	\$	\$		
3	##	Title		#	#	##	###	##	\$	\$	\$		
4	##	Title		#	#	##	###	##	\$	\$	\$		
5	##	Title		#	#	##	###	##	\$	\$	\$		
6	##	Title		#	#	##	###	##	\$	\$	\$		
7	##	Title		#	#	##	###	##	\$	\$	\$		

Task 6 b: Monthly Reports

The contractor shall submit an electronic monthly status report within 14 days of the end of each month. The report shall consist of four sections 1) progress section, 2) financial status section at the Task Order level, 3) TDL cost summary and 4) consolidated financial summary. It shall

include a description of work completed for each active project (TDL number and project title), actual and projected deliverables, labor hours burned, dollars charged and percentage of project completed. The financial status section shall reflect the contractors cost and labor hours. The contractor shall report the authorized spending level and labor hours (for the current and previous months), cost and labor hours and the cumulative cost and labor hours invoiced to the Agency. The TDL section of the monthly report shall include the TDL project name for each completed and active project, the current labor hours and dollars charged that month, cumulative labor hours and dollars accrued against each project. The consolidated financial summary shall include the identification of each labor rate category, the hourly rate, number of hours expended that month and cumulatively, any funds expended that month and cumulatively, the contractors who worked on each project (identify the project by the TDL number), along with their hours and rates and any other costs incurred (e.g. travel).

The contractor shall also submit, electronically, the monthly report, within 14 days of the end of each month, for each active TDL to the assigned technical representative – the technical point of contact. The report shall include a narrative summary and activity statement that explains the level of work performed under the TDL, the number of labor hours burned, the total cost incurred, summary of deliverables submitted, anticipated future activities and the percent of the project completed.

OTHER INFORMATION

EPA Facilities

Although the majority of work under this contract will not require on-site support, there are occasions when on-site support may be needed. Locations include Agency offices or laboratories.

EPA's Headquarters buildings are located in Washington, D.C. Additionally, there are approximately 29 laboratories and 15 area offices throughout the U.S. and Puerto Rico that perform scientific and technological activities ranging from enforcement and technical services to research and development. The following is a description of the different types of EPA facilities:

Regional Offices: The Regions provide administrative support for the development and implementation of comprehensive and integrated environmental protection programs.

Regional Science and Technology Services: The ten regional laboratories support the regional programs primarily through the provision of laboratory analytical support, quality oversight, and technical activities for enforcement and compliance.

National Program Laboratories for the Office of Research and Development (ORD): ORD has three (3) national program laboratories that oversee the activities of approximately 30 Divisions nationwide. These facilities engage in basic research, application-driven research and technical assistance.

Other Program Laboratories (Air and Radiation, Pesticides, Water and Enforcement): These laboratories support regulatory and short-term needs through laboratory analytical services, enforcement, compliance activities, monitoring, technical assistance and other services.

Headquarters: EPA Headquarters is responsible for the Agency's policy making, management, administration and integration functions for research, monitoring, enforcement and standard-setting pertaining to the protection of the environment.

Non-building Facilities: In addition to the above, the Agency maintains various vehicles, vessels and aircraft used in the performance of duties.

Format of Written Deliverables

Written deliverables and training requirements will be identified in individual TDLs. The contractor shall provide a draft of all written deliverables to the EPA PO. The government will provide comments on these in writing. The contractor shall take into account comments from non-EPA personnel as provided by the EPA PO. The contractor shall then revise and distribute final copies of the deliverables.

All reports and other documentation prepared under any given TDL shall be prepared in accordance with Agency guidance. Other documentation standards and formats may be used provided they receive written approval in advance by EPA's Project Officer. EPA personnel will fully review the contractor's products and services before making a final determination regarding their technical soundness and adherence to Agency policies and procedures. The contractor shall not attend or participate in training without prior EPA approval. All training sessions will have the EPA PO or his/her designee present.

Miscellaneous

The contractor shall not interpret EPA policy on behalf of EPA nor make decisions on items of policy, regulation, or statute. Contractor employees shall prominently display badges identifying them as contractors.

Unless otherwise specified in a given TDL, the contractor shall furnish all necessary personnel, facilities, equipment, materials and services required for performance of this contract. Any assignments with regard to statistical surveys, data collection using questionnaires or statistical analysis of survey data shall be performed in accordance with required procedures and established guidance, including the "EPA Survey Management Handbook <http://www.epa.gov/oamcinc1/0711333/handbook.pdf>."

In accordance with EPA policy, the contractor shall provide a quality assurance plan prior to the collection of any environmental data under this contract. The contractor shall be required to collect of any environmental data for the purpose of executing the Agency program requirements.

Reference Documents

The following statutes and Executive Orders authorize the Agency to allocate resources and obligate funding to establish and maintain a comprehensive Occupational Safety, Health and Environmental Management Program to protect its Federal employees from injury or illness during their official duties and to protect the environment from the activities performed at an EPA-occupied facility:

1. Code of Federal Regulation, Title 29, Part 1960. "Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters," Part 1910. "Occupational Safety and Health Standards", and Part 1926, "Safety and Health Regulations for Construction"
2. Code of Federal Regulations, Titles 10, 40, and 49
3. Occupational Safety and Health Act of 1970, Section 6 (29 USC 655) and Section 19 (29 USC 668)
4. Clean Air Act of 1975, as amended, 69 Stat. 485, (42 USC 7401-7642)
5. Clean Water Act of 1972, as amended, PL 92-500, (33 USC 1251-1376)
6. Resource Conservation and Recovery Act of 1976, as amended, PL 94-580, (42 USC 6901)
7. Federal Insecticide, Fungicide and Rodenticide Act of 1972, PL 92-516, (7 USC 136)
8. Toxic Substances Control Act of 1976, PL 94-469 (15 USC 2601)
9. Comprehensive Environmental Response, Compensation and Liability Act of 1980, as amended [specifically the Superfund Amendments and Re-authorization Act of 1986 (SARA), PL 99-499] PL 96-510, (42 USC 9601-9657)
10. Safe Drinking Water Act of 1974, as amended (specifically, the Safe Drinking Water Act Amendments of 1986), PL 99-339, PL 93-523, (42 USC 300f, et seq.)
11. Pollution Prevention Act of 1990, PL 101-508, (42 USC 13101)
12. Alternate Motor Fuels Act of 1983, PL 100-494, (42 USC 6374, 15 USC 2001)
13. National Environmental Policy Act of 1969 (NEPA), PL 91-190, (42 USC 4321)
14. Federal Facilities Compliance Act of 1992, PL 102-386, (42 USC 6961)
15. The Comprehensive Alcohol Abuse and Alcohol Prevention, Treatment Rehabilitation Act of 1972, as amended, Section 413 (21 USC 1180); FPM Letter 792-7; FPM Letter 792-9
16. Atomic Energy Act of 1954, PL 83-703, (10 U.S.C.)
17. Energy Policy and Conservation Act of 1975, PL 94-163
18. National Energy Conservation Policy Act of 1978, PL 95-619
19. Energy Security Act of 1980, PL 96-294
20. Emergency Planning and Community Right-to-Know Act of 1986, PL 99-499; (U.S.C. 11001-11050)
21. Federal Mine Safety and Health Act, PL 95-164, (30 U.S.C. 957)
22. Energy Policy Act of 1992, PL 102-486

23. Energy Independence and Security Act of 2007, PL 110-140
24. Energy Policy Act of 2005, PL 109-58
25. Executive Order 12196, Occupational Safety and Health for Federal Employees, 1980
26. Executive Order 12088, Federal Compliance with Pollution Control Standards, 1978
27. Executive Order 12146, Management of Federal Legal Resources, 1979
28. Executive Order 12580, Superfund Implementation, 1987
29. Executive Order 12759, Energy Efficiency, 1991
30. Executive Order 12856, Federal Compliance with Right-To-Know Laws and Pollution Prevention Requirements, 1993
31. Executive Order 13058, Protecting Federal employees and the Public from Exposure to Tobacco Smoke in the Federal Workplace, 1997
32. Executive Order 13150, Federal Workforce Transportation, 2002
33. Executive Order 13221, Energy Efficiency Standby Power Devices
34. Executive Order 13228, Establishing the Office of Homeland Security and the Homeland Security Council, 2001
35. Executive Order 13432, Strengthening Federal Environmental, Energy, and Transportation Management, 2007
36. United States Code, Title 5, Section 7901, "Health Service Programs," and Section 7902, "Safety Programs"
37. Presidential Decision Directive 39 on Terrorism, 1995
38. Presidential Decision Directive 62 on Combating Terrorism, 1998
39. Presidential Decision Directive 63 on Protecting America's Critical Infrastructures, 1998
40. Presidential Decision Directive 67 on Enduring Constitutional Government and Continuity of Government Operations, 1998
41. Presidential Decision Directive 75 on U.S. Counterintelligence Effectiveness
42. United States Department of Justice, United States Marshals Service Report, *Vulnerability Assessment of Federal Facilities*, June 28, 1995
43. Interagency Security Committee's Security Design Criteria for New Federal Office Buildings and Major Modernization Projects, May 28, 2001
44. General Services Administration's Public Building Service Facilities Standards, 2001
45. General Services Administration's Revised National Security Alert Guidelines, April 18, 2000
46. EPA Order 1440.1
47. EPA Order 1460.1, Medical Surveillance
48. EPA Facilities Safety Manuals (Volumes 3 & 4)
49. EPA Order 1440.2, Training

The Contractor will be familiar with and knowledgeable of these laws, statutes, orders, requirements, regulations and standards. In addition, EPA facilities and activities may also fall under more restrictive or additional state and local regulations. New regulations may be enacted or established during this contract, which may affect the agreement. The contractor will become familiar with and knowledgeable of additions as necessary.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE		PAGE OF PAGES		
					1 3		
2. AMENDMENT/MODIFICATION NO.		3. EFFECTIVE DATE		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)	
003		05/29/2014		PR-OARM-14-00645			
6. ISSUED BY		CODE		7. ADMINISTERED BY (If other than Item 6)		CODE	
HPOD							
US Environmental Protection Agency							
Ariel Rios Building							
1200 Pennsylvania Avenue, N. W.							
Mail Code: 3803R							
Washington DC 20460							
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)				(x) 9A. AMENDMENT OF SOLICITATION NO.			
BOOZ ALLEN HAMILTON INC.							
Attn: JANE HIMBERGER				9B. DATED (SEE ITEM 11)			
8283 GREENSBORO DRIVE							
7033770667							
MCLEAN VA 221023838				x 10A. MODIFICATION OF CONTRACT/ORDER NO.			
				GS-10F-0090J			
				EP-G14H-00785			
				10B. DATED (SEE ITEM 13)			
				03/27/2014			
CODE		(b)(4)		FACILITY CODE			

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
 Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

Net Increase:

\$45,000.00

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) EPAAR 1552.217-75

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: (b)(4)

This modification exercises Option Period II of this order(6/1/2014 - 6/30/2014) and adds \$45,000.00 of incremental funding.

All other terms and conditions remain unchanged.

TOPO: Leah Henry Max Expire Date: 08/31/2014

LIST OF CHANGES:

Reason for Modification : Exercise an Option

Period Of Performance End Date changed from 2014-05-31 to 2014-06-30

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
		Benjamin Shih	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. DATE SIGNED	16C. DATE SIGNED
(Signature of person authorized to sign)		05/29/2014	05/29/2014

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED	PAGE	OF
	GS-10F-0090J/EP-G14H-00785/003	2	3

NAME OF OFFEROR OR CONTRACTOR
BOOZ ALLEN HAMILTON INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Obligated Amount for this Modification: \$45,000.00 New Total Obligated Amount for this Award: \$195,500.00 Incremental Funded Amount changed: from \$150,500.00 to \$195,500.00 CHANGES FOR LINE ITEM NUMBER: 3 Obligated Amount for this modification: \$45,000.00 Incremental Funded Amount changed from \$0.00 to \$45,000.00 Exercised option</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 13-14-B-51HH-ZZZGF2X10-2504-1451NWH403-001 Beginning FiscalYear 13 Ending Fiscal Year 14 Fund (Appropriation) B Budget Organization 51HH Program (PRC) ZZZGF2X10 Budget (BOC) 2504 Job # (Site/Project) Cost Organization DCN-LineID 1451NWH403-001 Quantity: 0 Amount: \$36,900.00 Percent: 52.71429 Subject To Funding: N Payment Address:</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 13-T-51HH-ZZZGF2X10-2504-HQ00BM00-1451NWH403-002 Beginning FiscalYear 13 Ending Fiscal Year Fund (Appropriation) T Budget Organization 51HH Program (PRC) ZZZGF2X10 Budget (BOC) 2504 Job # (Site/Project) HQ00BM00 Cost Organization DCN-LineID 1451NWH403-002 Quantity: 0 Amount: \$8,100.00 Percent: 11.57143 Subject To Funding: N Payment Address:</p> <p>Delivery Location Code: HPOD Continued ...</p>				

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
GS-10F-0090J/EP-G14H-00785/003PAGE OF
3 3NAME OF OFFEROR OR CONTRACTOR
BOOZ ALLEN HAMILTON INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 USA</p> <p>Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive Durham NC 27711</p> <p>FOB: Destination Period of Performance: 04/01/2014 to 06/30/2014</p>				

**U. S. Environmental Protection Agency
Safety, Health and Environmental Management Division
Statement of Work
National Technical and Assistance Services**

Period of Performance

Base Period: 4/1/2014 - 4/30/2014, Option Period I: 5/1/2014 - 5/31/2014, Option Period II: 6/1/2014 - 6/30/2014
Option Period III: 7/1/2014 - 7/31/2014, Option Period IV: 8/1/2014 - 8/31/2014, Option Period V: 9/1/2014 - 9/30/2014

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The contractor shall:

- * Provide expert consultants on environmental management;
- * Respond to information from field laboratories and regional offices;
- * Prepare and execute plans for sampling emissions;
- * Review plans and specifications and compile needed comments for building modifications and new construction;
- * Prepare A-11 Annual Report, Federal facility biennial hazardous waste activity reports, safety, health and environmental management requirements and abatement action reports for building and facilities projects;
- * Identify permit needs of EPA facilities and prepare permit applications as required;
- * Assist at public hearings in support of the permit process;
- * Create a library of all permit applications and permits.

Task 3: Technical Assistance to Support SHEMD's Environmental Management Systems (EMS) Program

Task 3a: *Administrative Support*

The contractor shall:

- * Prepare EMS reports, documents, etc, as needed;
- * Develop an EMS tracking system;
- * Update EMS information;
- * Summarize applicable ISO 14001 requirements and proposed changes;
- * Maintain documents and records;
- * Prepare draft checklists to facilitate EPA's implementation of ISO 14001 guidelines, regulations, laws, policies and national standards.

Task 3b: *Training and Promotion Support*

The contractor shall:

- * Identify EMS training needs;
- * Develop and present training materials and promotional materials;
- * Prepare EMS and ISO 14001 presentations and provide demonstrations at meetings, conferences, etc;
- * Provide EMS awareness and competency training;
- * Prepare EMS presentation materials.

Task 3c: *Technical Support*

The contractor shall:

- * Provide expert consultants on the ISO 14001 standard and on EMS implementation;
- * Provide on-site support for EMS staff;
- * Assist with obtaining ISO 14001 registration;
- * Provide an EMS information hotline service;
- * Develop an EMS performance tracking system.

Task 4: Technical Assistance to Support SHEMD's Fire and Life Safety Support

Task 4a: *Administrative Support*

The contractor shall:

- * Develop and update guidelines, manuals and standards covering core practices;
- * Identify compliance requirements in accordance with the National Fire Protection Association;
- * Develop briefings and presentations;
- * Prepare draft and final reports.

Task 4b: *Technical Support*

The contractor shall:

- * Provide expert consultants on fire and life safety topics;
- * Review plans and specifications for building modifications and new construction;
- * Test and inspect fire protection systems.

Task 5: Special Projects (e.g. Communications and Strategic Planning, Nanotechnology,

Quality Assurance, etc.)

Task 5a: Administrative Support

The contractor shall:

- * Prepare and update program documents, guidelines and manuals;
- * Develop briefing packages and presentations;
- * Prepare posters and flyers for special programs and events;
- * Provide logistical support for special programs and events.

Task 5b: Technical Support

The contractor shall:

- * Provide technical assistance, including expert consultants;
- * Provide data analysis.

Task 6: Reports

Task 6a: Bi-Weekly Report

The contractor shall submit, electronically, a bi-weekly projection of work in hours and dollars for each activity identified by a TDL within 5 days of the first and third week of each month. The data will be imported into the SHEMD Budget Tracking System. The report shall be submitted using Microsoft Excel and will be consistent with the format of the example in Figure 1.

A spreadsheet shall summarize TDLs with only one entry per TDL, e.g. if a TDL has been amended only the adjusted information would be reflected.

Figure 1
Bi-Weekly Projection Report
Contract AB-12C-3456D, Order No. 7E-8910-FGHI
Actual Hours and Costs through 00/00/00; Projections from 00/00/00 through 00/00/00

TDL	Date Issued	TDL Name	Status	TDL Hours	Hrs Spent	Hrs Left	% Hrs Spent	Hrs Projected	Budget	Actual Costs	Amt. Left	% Spent	Budget Projected
1	##	Title		#	#	##	###	##	\$	\$	\$		
2	##	Title		#	#	##	###	##	\$	\$	\$		
3	##	Title		#	#	##	###	##	\$	\$	\$		
4	##	Title		#	#	##	###	##	\$	\$	\$		
5	##	Title		#	#	##	###	##	\$	\$	\$		
6	##	Title		#	#	##	###	##	\$	\$	\$		
7	##	Title		#	#	##	###	##	\$	\$	\$		

Task 6 b: Monthly Reports

The contractor shall submit an electronic monthly status report within 14 days of the end of each month. The report shall consist of four sections 1) progress section, 2) financial status section at the Task Order level, 3) TDL cost summary and 4) consolidated financial summary. It shall

include a description of work completed for each active project (TDL number and project title), actual and projected deliverables, labor hours burned, dollars charged and percentage of project completed. The financial status section shall reflect the contractors cost and labor hours. The contractor shall report the authorized spending level and labor hours (for the current and previous months), cost and labor hours and the cumulative cost and labor hours invoiced to the Agency. The TDL section of the monthly report shall include the TDL project name for each completed and active project, the current labor hours and dollars charged that month, cumulative labor hours and dollars accrued against each project. The consolidated financial summary shall include the identification of each labor rate category, the hourly rate, number of hours expended that month and cumulatively, any funds expended that month and cumulatively, the contractors who worked on each project (identify the project by the TDL number), along with their hours and rates and any other costs incurred (e.g. travel).

The contractor shall also submit, electronically, the monthly report, within 14 days of the end of each month, for each active TDL to the assigned technical representative – the technical point of contact. The report shall include a narrative summary and activity statement that explains the level of work performed under the TDL, the number of labor hours burned, the total cost incurred, summary of deliverables submitted, anticipated future activities and the percent of the project completed.

OTHER INFORMATION

EPA Facilities

Although the majority of work under this contract will not require on-site support, there are occasions when on-site support may be needed. Locations include Agency offices or laboratories.

EPA's Headquarters buildings are located in Washington, D.C. Additionally, there are approximately 29 laboratories and 15 area offices throughout the U.S. and Puerto Rico that perform scientific and technological activities ranging from enforcement and technical services to research and development. The following is a description of the different types of EPA facilities:

Regional Offices: The Regions provide administrative support for the development and implementation of comprehensive and integrated environmental protection programs.

Regional Science and Technology Services: The ten regional laboratories support the regional programs primarily through the provision of laboratory analytical support, quality oversight, and technical activities for enforcement and compliance.

National Program Laboratories for the Office of Research and Development (ORD): ORD has three (3) national program laboratories that oversee the activities of approximately 30 Divisions nationwide. These facilities engage in basic research, application-driven research and technical assistance.

Other Program Laboratories (Air and Radiation, Pesticides, Water and Enforcement): These laboratories support regulatory and short-term needs through laboratory analytical services, enforcement, compliance activities, monitoring, technical assistance and other services.

Headquarters: EPA Headquarters is responsible for the Agency's policy making, management, administration and integration functions for research, monitoring, enforcement and standard-setting pertaining to the protection of the environment.

Non-building Facilities: In addition to the above, the Agency maintains various vehicles, vessels and aircraft used in the performance of duties.

Format of Written Deliverables

Written deliverables and training requirements will be identified in individual TDLs. The contractor shall provide a draft of all written deliverables to the EPA PO. The government will provide comments on these in writing. The contractor shall take into account comments from non-EPA personnel as provided by the EPA PO. The contractor shall then revise and distribute final copies of the deliverables.

All reports and other documentation prepared under any given TDL shall be prepared in accordance with Agency guidance. Other documentation standards and formats may be used provided they receive written approval in advance by EPA's Project Officer. EPA personnel will fully review the contractor's products and services before making a final determination regarding their technical soundness and adherence to Agency policies and procedures. The contractor shall not attend or participate in training without prior EPA approval. All training sessions will have the EPA PO or his/her designee present.

Miscellaneous

The contractor shall not interpret EPA policy on behalf of EPA nor make decisions on items of policy, regulation, or statute. Contractor employees shall prominently display badges identifying them as contractors.

Unless otherwise specified in a given TDL, the contractor shall furnish all necessary personnel, facilities, equipment, materials and services required for performance of this contract. Any assignments with regard to statistical surveys, data collection using questionnaires or statistical analysis of survey data shall be performed in accordance with required procedures and established guidance, including the "EPA Survey Management Handbook <http://www.epa.gov/oamcinc1/0711333/handbook.pdf>."

In accordance with EPA policy, the contractor shall provide a quality assurance plan prior to the collection of any environmental data under this contract. The contractor shall be required to collect of any environmental data for the purpose of executing the Agency program requirements.

Reference Documents

The following statutes and Executive Orders authorize the Agency to allocate resources and obligate funding to establish and maintain a comprehensive Occupational Safety, Health and Environmental Management Program to protect its Federal employees from injury or illness during their official duties and to protect the environment from the activities performed at an EPA-occupied facility:

1. Code of Federal Regulation, Title 29, Part 1960. "Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters," Part 1910. "Occupational Safety and Health Standards", and Part 1926, "Safety and Health Regulations for Construction"
2. Code of Federal Regulations, Titles 10, 40, and 49
3. Occupational Safety and Health Act of 1970, Section 6 (29 USC 655) and Section 19 (29 USC 668)
4. Clean Air Act of 1975, as amended, 69 Stat. 485, (42 USC 7401-7642)
5. Clean Water Act of 1972, as amended, PL 92-500, (33 USC 1251-1376)
6. Resource Conservation and Recovery Act of 1976, as amended, PL 94-580, (42 USC 6901)
7. Federal Insecticide, Fungicide and Rodenticide Act of 1972, PL 92-516, (7 USC 136)
8. Toxic Substances Control Act of 1976, PL 94-469 (15 USC 2601)
9. Comprehensive Environmental Response, Compensation and Liability Act of 1980, as amended [specifically the Superfund Amendments and Re-authorization Act of 1986 (SARA), PL 99-499] PL 96-510, (42 USC 9601-9657)
10. Safe Drinking Water Act of 1974, as amended (specifically, the Safe Drinking Water Act Amendments of 1986), PL 99-339, PL 93-523, (42 USC 300f, et seq.)
11. Pollution Prevention Act of 1990, PL 101-508, (42 USC 13101)
12. Alternate Motor Fuels Act of 1983, PL 100-494, (42 USC 6374, 15 USC 2001)
13. National Environmental Policy Act of 1969 (NEPA), PL 91-190, (42 USC 4321)
14. Federal Facilities Compliance Act of 1992, PL 102-386, (42 USC 6961)
15. The Comprehensive Alcohol Abuse and Alcohol Prevention, Treatment Rehabilitation Act of 1972, as amended, Section 413 (21 USC 1180); FPM Letter 792-7; FPM Letter 792-9
16. Atomic Energy Act of 1954, PL 83-703, (10 U.S.C.)
17. Energy Policy and Conservation Act of 1975, PL 94-163
18. National Energy Conservation Policy Act of 1978, PL 95-619
19. Energy Security Act of 1980, PL 96-294
20. Emergency Planning and Community Right-to-Know Act of 1986, PL 99-499; (U.S.C. 11001-11050)
21. Federal Mine Safety and Health Act, PL 95-164, (30 U.S.C. 957)
22. Energy Policy Act of 1992, PL 102-486

23. Energy Independence and Security Act of 2007, PL 110-140
24. Energy Policy Act of 2005, PL 109-58
25. Executive Order 12196, Occupational Safety and Health for Federal Employees, 1980
26. Executive Order 12088, Federal Compliance with Pollution Control Standards, 1978
27. Executive Order 12146, Management of Federal Legal Resources, 1979
28. Executive Order 12580, Superfund Implementation, 1987
29. Executive Order 12759, Energy Efficiency, 1991
30. Executive Order 12856, Federal Compliance with Right-To-Know Laws and Pollution Prevention Requirements, 1993
31. Executive Order 13058, Protecting Federal employees and the Public from Exposure to Tobacco Smoke in the Federal Workplace, 1997
32. Executive Order 13150, Federal Workforce Transportation, 2002
33. Executive Order 13221, Energy Efficiency Standby Power Devices
34. Executive Order 13228, Establishing the Office of Homeland Security and the Homeland Security Council, 2001
35. Executive Order 13432, Strengthening Federal Environmental, Energy, and Transportation Management, 2007
36. United States Code, Title 5, Section 7901, "Health Service Programs," and Section 7902, "Safety Programs"
37. Presidential Decision Directive 39 on Terrorism, 1995
38. Presidential Decision Directive 62 on Combating Terrorism, 1998
39. Presidential Decision Directive 63 on Protecting America's Critical Infrastructures, 1998
40. Presidential Decision Directive 67 on Enduring Constitutional Government and Continuity of Government Operations, 1998
41. Presidential Decision Directive 75 on U.S. Counterintelligence Effectiveness
42. United States Department of Justice, United States Marshals Service Report, *Vulnerability Assessment of Federal Facilities*, June 28, 1995
43. Interagency Security Committee's Security Design Criteria for New Federal Office Buildings and Major Modernization Projects, May 28, 2001
44. General Services Administration's Public Building Service Facilities Standards, 2001
45. General Services Administration's Revised National Security Alert Guidelines, April 18, 2000
46. EPA Order 1440.1
47. EPA Order 1460.1, Medical Surveillance
48. EPA Facilities Safety Manuals (Volumes 3 & 4)
49. EPA Order 1440.2, Training

The Contractor will be familiar with and knowledgeable of these laws, statutes, orders, requirements, regulations and standards. In addition, EPA facilities and activities may also fall under more restrictive or additional state and local regulations. New regulations may be enacted or established during this contract, which may affect the agreement. The contractor will become familiar with and knowledgeable of additions as necessary.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE		PAGE OF PAGES 1 3		
2. AMENDMENT/MODIFICATION NO. 004		3. EFFECTIVE DATE 06/10/2014		4. REQUISITION/PURCHASE REQ. NO. PR-OARM-14-00659		5. PROJECT NO. (If applicable)	
6. ISSUED BY HPOD		CODE		7. ADMINISTERED BY (If other than Item 6)		CODE	
HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460							
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)		(x)		9A. AMENDMENT OF SOLICITATION NO.			
BOOZ ALLEN HAMILTON INC. Attn: JANE HIMBERGER 8283 GREENSBORO DRIVE 7033770667 MCLEAN VA 221023838				9B. DATED (SEE ITEM 11)			
		x		10A. MODIFICATION OF CONTRACT/ORDER NO. GS-10F-0090J EP-G14H-00785			
				10B. DATED (SEE ITEM 13)			
CODE (b)(4)		FACILITY CODE		03/27/2014			

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

Net Increase:

\$20,600.00

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) Incremental Funding

E. IMPORTANT: Contractor ☒ is not. ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: (b)(4)

This modification adds \$20,600.00 of incremental funding.

All other terms and conditions remain unchanged.

TOPO: Leah Henry Max Expire Date: 08/31/2014

LIST OF CHANGES:

Reason for Modification : Funding Only Action

New Total Amount for this Version: \$230,000.00

New Total Amount for this Award: \$575,000.00

Obligated Amount for this Modification: \$20,600.00

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Benjamin Shih	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. DATE SIGNED 06/10/2014	16C. DATE SIGNED 06/10/2014

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED	PAGE	OF
	GS-10F-0090J/EP-G14H-00785/004	2	3

NAME OF OFFEROR OR CONTRACTOR
BOOZ ALLEN HAMILTON INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>New Total Obligated Amount for this Award: \$216,100.00 Incremental Funded Amount changed: from \$195,500.00 to \$216,100.00 CHANGES FOR LINE ITEM NUMBER: 3 Obligated Amount for this modification: \$14,008.00 Incremental Funded Amount changed from \$45,000.00 to \$59,008.00</p> <p>CHANGES FOR ACCOUNTING CODE: 13-14-B-51HH-ZZZGF2X10-2504-1451NWH403-001</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 14-15-B-51SN-ZZZGF2X03-2504-1451SEN002-003 Beginning FiscalYear 14 Ending Fiscal Year 15 Fund (Appropriation) B Budget Organization 51SN Program (PRC) ZZZGF2X03 Budget (BOC) 2504 Job # (Site/Project) Cost Organization DCN-LineID 1451SEN002-003 Amount: \$14,008.00 Subject To Funding: N Payment Address:</p> <p>CHANGES FOR LINE ITEM NUMBER: 2 Obligated Amount for this modification: \$6,592.00 Incremental Funded Amount changed from \$70,000.00 to \$76,592.00</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 14-15-C-51SN-ZZZGF2X03-2504-1451SEN002-001 Beginning FiscalYear 14 Ending Fiscal Year 15 Fund (Appropriation) C Budget Organization 51SN Program (PRC) ZZZGF2X03 Budget (BOC) 2504 Job # (Site/Project) Cost Organization DCN-LineID 1451SEN002-001 Amount: \$3,090.00 Subject To Funding: N Payment Address:</p> <p>Continued ...</p>				

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
GS-10F-0090J/EP-G14H-00785/004PAGE OF
3 3NAME OF OFFEROR OR CONTRACTOR
BOOZ ALLEN HAMILTON INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>CHANGES FOR ACCOUNTING CODE: 14-15-B-51HH-ZZZGF2-2504-1451NWH002-001 Percent changed from 100 to 60.86957</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 14-T-51SN-ZZZGF2X03-2504-HQ00BM00-1451SEN002-002 Beginning FiscalYear 14 Ending Fiscal Year Fund (Appropriation) T Budget Organization 51SN Program (PRC) ZZZGF2X03 Budget (BOC) 2504 Job # (Site/Project) HQ00BM00 Cost Organization DCN-LineID 1451SEN002-002 Amount: \$3,502.00 Subject To Funding: N Payment Address:</p> <p>Delivery Location Code: HPOD HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 USA</p> <p>Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive Durham NC 27711</p> <p>FOB: Destination Period of Performance: 04/01/2014 to 06/30/2014</p>				

**U. S. Environmental Protection Agency
Safety, Health and Environmental Management Division
Statement of Work
National Technical and Assistance Services**

Period of Performance

Base Period: 4/1/2014 - 4/30/2014, Option Period I: 5/1/2014 - 5/31/2014, Option Period II: 6/1/2014 - 6/30/2014
Option Period III: 7/1/2014 - 7/31/2014, Option Period IV: 8/1/2014 - 8/31/2014, Option Period V: 9/1/2014 - 9/30/2014

Background

The Safety, Health & Environmental Management Division (SHEMD) plays a vital role in supporting the Agency in executing its mission to protect human health and the environment. The Agency cannot perform its mission without human capital, real property, and a safe environment to work in. It is SHEMD's mission and responsibility to establish Agency policies and programs, provide technical assistance, and conduct evaluations to assure safe and healthful working conditions and environmental compliance of all Agency units.

Several areas of technical support are expected to assist SHEMD in supporting its mission: Occupational Health and Safety, Environmental Compliance, Environmental Management Systems, Health and Safety Management Systems, Information Management for Safety, Health and Environmental Programs, Fire and Life Safety and Training and Special Projects (e.g., Nanotechnology, Water Vessels, Mobile Laboratories and Chemical Warfare Agents).

Objectives

The contractor shall provide professional assistance to help SHEMD assure Agency facilities, activities and projects are in full compliance with current safety, health and environmental laws, state and local regulations, Agency guidance and directives and national consensus standards. Work will be assigned using written Technical Direction Letters (TDLs) as needed. The majority of work issued under the contract will be for small projects (under 500 labor hours) or situations where time is limited. The contractor should prepare to respond to TDLs on short notice. As listed, the EPA may require the contractor to provide the following types of support and technical assistance:

Task 1: Technical Assistance to Support SHEMD's Occupational Health and Safety Program

Task 1 a: *Administrative Support*

The contractor shall:

- * Develop draft policies, manuals and guidelines;
- * Identify workplace hazards and mitigation measures, including personal protective clothing for employees;
- * Prepare Safety Health Environmental Management (SHEM) program performance reports;
- * Prepare reports and keep records of accident/illness investigations, employee

complaints and investigations, occupational injuries and illnesses and hazardous duty assistance:

- * Support the Occupational Health and Safety Committee: including preparing meeting notices, recording and distributing minutes, attending meetings and serving as a technical advisor for the OH&S committee – meetings will be held either local or specified designated locations. Number of Trips – at a minimum of 50 trips per year
- * Provide logistical support for briefings, meetings and conferences, including arranging audio-visual needs, producing hand-outs, posters or signs, arranging for meeting rooms, developing presentation materials, assisting with registration, arranging for speakers and assisting with the development of agendas.

Task 1 b: *Training and Program Promotion Support*

The contractor shall:

- * Develop and/or present training programs for employee orientation to occupational health & safety, safety, health and environmental management, supervisory responsibilities, office safety, vehicle education and safety, emergency first aid, CPR and/or use of Automated External Defibrillators (AEDs), EPA's Wellness Program, maternal wellness, respiratory protection, general laboratory safety, hazardous materials handling, field safety, hazardous materials transportation, radiation safety, injury and illness reporting requirements, permit requirements and HAZWOPER basic (24 hours), intermediate (32 hours), and advanced (40 hours) courses;
- * Develop and distribute on-the-job health and safety documents, e.g., newsletter articles, bulletin board information and poster programs, memoranda and other occupational health and safety information.

Task 1 c: *Technical Assistance*

The contractor shall:

- * Implement Office Safety Programs, e.g., hazard recognition and abatement, emergency equipment and procedures, housekeeping, materials handling and media sampling and monitoring;
- * Implement Laboratory Safety Programs, such as safe handling, use, storage and disposal of hazardous materials, material safety data sheets, safe handling and use of compressed gases, protective equipment requirements, laboratory protocols for glassware, pipetting and analytical procedures, emergency equipment and procedures, housekeeping, posting of hazardous areas, materials handling and injury and illness reporting requirements;
- * Implement Field Safety Programs, e.g., vehicle safety programs (vessels, cars, trucks, mobile labs, trailers, etc.), handling hazardous substances in the field, sampling hazardous substances, personal protective equipment, materials handling, confined space entry, sites of unknown toxicity and emergency response;
- * Implement Noise Control Programs including protective equipment and monitoring and abatement; EPA will review all draft recommendations by the contractor prior to decisions on items of policy, regulation, or statute.

- * Assist Radiation Safety Programs, to include licensing requirements, posting and warning, personal protective equipment and badging and survey monitoring;
- * Assist asbestos and chemical management programs, e.g., State and local laws and regulations, chemical inventories and sampling and abatement.

Task 2: Technical assistance to Support SHEMD's Environmental Compliance Program

Task 2a: *Administrative Support*

The contractor shall:

- * Develop and update Environmental Management policies, manuals and guidelines;
- * Provide SHEMD officials with all current applicable regulatory requirements and proposed changes in the area of environmental management;
- * Prepare draft checklists and model documents to facilitate regional and research laboratory compliance with regulations, laws, policies, guidelines and national standards;
- * Maintain documents/records.

Task 2b: *Training and Promotion Support*

The contractor shall:

- * Identify training needs;
- * Develop and/or present training materials;
- * Develop and prepare promotional materials, including audio-visual materials, posters, newsletter articles, bulletin board information and memoranda. The training audience shall vary from senior EPA managers, SHEM and EMS coordinators, to the employees of the Agency, throughout the life of the contract..

Task 2c: *Technical Assistance*

The contractor shall:

- * Provide expert consultants on environmental management;
- * Respond to information from field laboratories and regional offices;
- * Prepare and execute plans for sampling emissions;
- * Review plans and specifications and compile needed comments for building modifications and new construction;
- * Prepare A-11 Annual Report, Federal facility biennial hazardous waste activity reports, safety, health and environmental management requirements and abatement action reports for building and facilities projects;
- * Identify permit needs of EPA facilities and prepare permit applications as required;
- * Assist at public hearings in support of the permit process;
- * Create a library of all permit applications and permits.

Task 3: Technical Assistance to Support SHEMD's Environmental Management Systems (EMS) Program

Task 3a: *Administrative Support*

The contractor shall:

- * Prepare EMS reports, documents, etc, as needed;
- * Develop an EMS tracking system;
- * Update EMS information;
- * Summarize applicable ISO 14001 requirements and proposed changes;
- * Maintain documents and records;
- * Prepare draft checklists to facilitate EPA's implementation of ISO 14001 guidelines, regulations, laws, policies and national standards.

Task 3b: *Training and Promotion Support*

The contractor shall:

- * Identify EMS training needs;
- * Develop and present training materials and promotional materials;
- * Prepare EMS and ISO 14001 presentations and provide demonstrations at meetings, conferences, etc;
- * Provide EMS awareness and competency training;
- * Prepare EMS presentation materials.

Task 3c: *Technical Support*

The contractor shall:

- * Provide expert consultants on the ISO 14001 standard and on EMS implementation;
- * Provide on-site support for EMS staff;
- * Assist with obtaining ISO 14001 registration;
- * Provide an EMS information hotline service;
- * Develop an EMS performance tracking system.

Task 4: Technical Assistance to Support SHEMD's Fire and Life Safety Support

Task 4a: *Administrative Support*

The contractor shall:

- * Develop and update guidelines, manuals and standards covering core practices;
- * Identify compliance requirements in accordance with the National Fire Protection Association;
- * Develop briefings and presentations;
- * Prepare draft and final reports.

Task 4b: *Technical Support*

The contractor shall:

- * Provide expert consultants on fire and life safety topics;
- * Review plans and specifications for building modifications and new construction;
- * Test and inspect fire protection systems.

Task 5: Special Projects (e.g. Communications and Strategic Planning, Nanotechnology,

Quality Assurance, etc.)

Task 5a: Administrative Support

The contractor shall:

- * Prepare and update program documents, guidelines and manuals;
- * Develop briefing packages and presentations;
- * Prepare posters and flyers for special programs and events;
- * Provide logistical support for special programs and events.

Task 5b: Technical Support

The contractor shall:

- * Provide technical assistance, including expert consultants;
- * Provide data analysis.

Task 6: Reports

Task 6a: Bi-Weekly Report

The contractor shall submit, electronically, a bi-weekly projection of work in hours and dollars for each activity identified by a TDL within 5 days of the first and third week of each month. The data will be imported into the SHEMD Budget Tracking System. The report shall be submitted using Microsoft Excel and will be consistent with the format of the example in Figure 1.

A spreadsheet shall summarize TDLs with only one entry per TDL, e.g. if a TDL has been amended only the adjusted information would be reflected.

Figure 1
Bi-Weekly Projection Report
Contract AB-12C-3456D, Order No. 7E-8910-FGHI
Actual Hours and Costs through 00/00/00; Projections from 00/00/00 through 00/00/00

TDL	Date Issued	TDL Name	Status	TDL Hours	Hrs Spent	Hrs Left	% Hrs Spent	Hrs Projected	Budget	Actual Costs	Amt. Left	% Spent	Budget Projected
1	##	Title		#	#	##	###	##	\$	\$	\$		
2	##	Title		#	#	##	###	##	\$	\$	\$		
3	##	Title		#	#	##	###	##	\$	\$	\$		
4	##	Title		#	#	##	###	##	\$	\$	\$		
5	##	Title		#	#	##	###	##	\$	\$	\$		
6	##	Title		#	#	##	###	##	\$	\$	\$		
7	##	Title		#	#	##	###	##	\$	\$	\$		

Task 6 b: Monthly Reports

The contractor shall submit an electronic monthly status report within 14 days of the end of each month. The report shall consist of four sections 1) progress section, 2) financial status section at the Task Order level, 3) TDL cost summary and 4) consolidated financial summary. It shall

include a description of work completed for each active project (TDL number and project title), actual and projected deliverables, labor hours burned, dollars charged and percentage of project completed. The financial status section shall reflect the contractors cost and labor hours. The contractor shall report the authorized spending level and labor hours (for the current and previous months), cost and labor hours and the cumulative cost and labor hours invoiced to the Agency. The TDL section of the monthly report shall include the TDL project name for each completed and active project, the current labor hours and dollars charged that month, cumulative labor hours and dollars accrued against each project. The consolidated financial summary shall include the identification of each labor rate category, the hourly rate, number of hours expended that month and cumulatively, any funds expended that month and cumulatively, the contractors who worked on each project (identify the project by the TDL number), along with their hours and rates and any other costs incurred (e.g. travel).

The contractor shall also submit, electronically, the monthly report, within 14 days of the end of each month, for each active TDL to the assigned technical representative – the technical point of contact. The report shall include a narrative summary and activity statement that explains the level of work performed under the TDL, the number of labor hours burned, the total cost incurred, summary of deliverables submitted, anticipated future activities and the percent of the project completed.

OTHER INFORMATION

EPA Facilities

Although the majority of work under this contract will not require on-site support, there are occasions when on-site support may be needed. Locations include Agency offices or laboratories.

EPA's Headquarters buildings are located in Washington, D.C. Additionally, there are approximately 29 laboratories and 15 area offices throughout the U.S. and Puerto Rico that perform scientific and technological activities ranging from enforcement and technical services to research and development. The following is a description of the different types of EPA facilities:

Regional Offices: The Regions provide administrative support for the development and implementation of comprehensive and integrated environmental protection programs.

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Non-building Facilities: In addition to the above, the Agency maintains various vehicles, vessels and aircraft used in the performance of duties.

Format of Written Deliverables

Written deliverables and training requirements will be identified in individual TDLs. The contractor shall provide a draft of all written deliverables to the EPA PO. The government will provide comments on these in writing. The contractor shall take into account comments from non-EPA personnel as provided by the EPA PO. The contractor shall then revise and distribute final copies of the deliverables.

All reports and other documentation prepared under any given TDL shall be prepared in accordance with Agency guidance. Other documentation standards and formats may be used provided they receive written approval in advance by EPA's Project Officer. EPA personnel will fully review the contractor's products and services before making a final determination regarding their technical soundness and adherence to Agency policies and procedures. The contractor shall not attend or participate in training without prior EPA approval. All training sessions will have the EPA PO or his/her designee present.

Miscellaneous

The contractor shall not interpret EPA policy on behalf of EPA nor make decisions on items of policy, regulation, or statute. Contractor employees shall prominently display badges identifying them as contractors.

Unless otherwise specified in a given TDL, the contractor shall furnish all necessary personnel, facilities, equipment, materials and services required for performance of this contract. Any assignments with regard to statistical surveys, data collection using questionnaires or statistical analysis of survey data shall be performed in accordance with required procedures and established guidance, including the "EPA Survey Management Handbook <http://www.epa.gov/oamcinc1/0711333/handbook.pdf>."

In accordance with EPA policy, the contractor shall provide a quality assurance plan prior to the collection of any environmental data under this contract. The contractor shall be required to collect of any environmental data for the purpose of executing the Agency program requirements.

Reference Documents

The following statutes and Executive Orders authorize the Agency to allocate resources and obligate funding to establish and maintain a comprehensive Occupational Safety, Health and Environmental Management Program to protect its Federal employees from injury or illness during their official duties and to protect the environment from the activities performed at an EPA-occupied facility:

1. Code of Federal Regulation, Title 29, Part 1960. "Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters," Part 1910. "Occupational Safety and Health Standards", and Part 1926, "Safety and Health Regulations for Construction"
2. Code of Federal Regulations, Titles 10, 40, and 49
3. Occupational Safety and Health Act of 1970, Section 6 (29 USC 655) and Section 19 (29 USC 668)
4. Clean Air Act of 1975, as amended, 69 Stat. 485, (42 USC 7401-7642)
5. Clean Water Act of 1972, as amended, PL 92-500, (33 USC 1251-1376)
6. Resource Conservation and Recovery Act of 1976, as amended, PL 94-580, (42 USC 6901)
7. Federal Insecticide, Fungicide and Rodenticide Act of 1972, PL 92-516, (7 USC 136)
8. Toxic Substances Control Act of 1976, PL 94-469 (15 USC 2601)
9. Comprehensive Environmental Response, Compensation and Liability Act of 1980, as amended [specifically the Superfund Amendments and Re-authorization Act of 1986 (SARA), PL 99-499] PL 96-510, (42 USC 9601-9657)
10. Safe Drinking Water Act of 1974, as amended (specifically, the Safe Drinking Water Act Amendments of 1986), PL 99-339, PL 93-523, (42 USC 300f, et seq.)
11. Pollution Prevention Act of 1990, PL 101-508, (42 USC 13101)
12. Alternate Motor Fuels Act of 1983, PL 100-494, (42 USC 6374, 15 USC 2001)
13. National Environmental Policy Act of 1969 (NEPA), PL 91-190, (42 USC 4321)
14. Federal Facilities Compliance Act of 1992, PL 102-386, (42 USC 6961)
15. The Comprehensive Alcohol Abuse and Alcohol Prevention, Treatment Rehabilitation Act of 1972, as amended, Section 413 (21 USC 1180); FPM Letter 792-7; FPM Letter 792-9
16. Atomic Energy Act of 1954, PL 83-703, (10 U.S.C.)
17. Energy Policy and Conservation Act of 1975, PL 94-163
18. National Energy Conservation Policy Act of 1978, PL 95-619
19. Energy Security Act of 1980, PL 96-294
20. Emergency Planning and Community Right-to-Know Act of 1986, PL 99-499; (U.S.C. 11001-11050)
21. Federal Mine Safety and Health Act, PL 95-164, (30 U.S.C. 957)
22. Energy Policy Act of 1992, PL 102-486

23. Energy Independence and Security Act of 2007, PL 110-140
24. Energy Policy Act of 2005, PL 109-58
25. Executive Order 12196, Occupational Safety and Health for Federal Employees, 1980
26. Executive Order 12088, Federal Compliance with Pollution Control Standards, 1978
27. Executive Order 12146, Management of Federal Legal Resources, 1979
28. Executive Order 12580, Superfund Implementation, 1987
29. Executive Order 12759, Energy Efficiency, 1991
30. Executive Order 12856, Federal Compliance with Right-To-Know Laws and Pollution Prevention Requirements, 1993
31. Executive Order 13058, Protecting Federal employees and the Public from Exposure to Tobacco Smoke in the Federal Workplace, 1997
32. Executive Order 13150, Federal Workforce Transportation, 2002
33. Executive Order 13221, Energy Efficiency Standby Power Devices
34. Executive Order 13228, Establishing the Office of Homeland Security and the Homeland Security Council, 2001
35. Executive Order 13432, Strengthening Federal Environmental, Energy, and Transportation Management, 2007
36. United States Code, Title 5, Section 7901, "Health Service Programs," and Section 7902, "Safety Programs"
37. Presidential Decision Directive 39 on Terrorism, 1995
38. Presidential Decision Directive 62 on Combating Terrorism, 1998
39. Presidential Decision Directive 63 on Protecting America's Critical Infrastructures, 1998
40. Presidential Decision Directive 67 on Enduring Constitutional Government and Continuity of Government Operations, 1998
41. Presidential Decision Directive 75 on U.S. Counterintelligence Effectiveness
42. United States Department of Justice, United States Marshals Service Report, *Vulnerability Assessment of Federal Facilities*, June 28, 1995
43. Interagency Security Committee's Security Design Criteria for New Federal Office Buildings and Major Modernization Projects, May 28, 2001
44. General Services Administration's Public Building Service Facilities Standards, 2001
45. General Services Administration's Revised National Security Alert Guidelines, April 18, 2000
46. EPA Order 1440.1
47. EPA Order 1460.1, Medical Surveillance
48. EPA Facilities Safety Manuals (Volumes 3 & 4)
49. EPA Order 1440.2, Training

The Contractor will be familiar with and knowledgeable of these laws, statutes, orders, requirements, regulations and standards. In addition, EPA facilities and activities may also fall under more restrictive or additional state and local regulations. New regulations may be enacted or established during this contract, which may affect the agreement. The contractor will become familiar with and knowledgeable of additions as necessary.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES	
				1 4	
2. AMENDMENT/MODIFICATION NO.		3. EFFECTIVE DATE		4. REQUISITION/PURCHASE REQ. NO.	
005		06/30/2014		PR-OARM-14-00740	
6. ISSUED BY		CODE		7. ADMINISTERED BY (If other than Item 6)	
HPOD				CODE	
HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460					
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)		(x)		9A. AMENDMENT OF SOLICITATION NO.	
BOOZ ALLEN HAMILTON INC. Attn: JANE HIMBERGER 8283 GREENSBORO DRIVE 7033770667 MCLEAN VA 221023838				9B. DATED (SEE ITEM 11)	
		x		10A. MODIFICATION OF CONTRACT/ORDER NO.	
				GS-10F-0090J EP-G14H-00785	
				10B. DATED (SEE ITEM 13)	
CODE (b)(4)		FACILITY CODE		03/27/2014	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

Net Increase:

\$35,000.00

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) EPAAR 1552.217-75

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: (b)(4)

This modification exercises Option Period III of this order (7/1/2014 - 7/31/2014) and adds \$35,000.00 in incremental funding. The exercise of this option is intended only for the completion of the following tasks:

1. The Virtual Audit Tool - complete BAH's development task.
2. The Self-Assessment Tool - complete the update and incorporation of comments from the field.
3. Region 7 Office and Laboratory, Region 9 Office and Laboratory, Region 1 Office and Laboratory and ORD Narragansett SHMS reports - complete drafts of the total of 5 reports by the end of July.

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
		Benjamin Shih	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. DATE SIGNED	16C. DATE SIGNED
(Signature of person authorized to sign)		ELECTRONIC SIGNATURE	06/30/2014

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED	PAGE	OF
	GS-10F-0090J/EP-G14H-00785/005	2	4

NAME OF OFFEROR OR CONTRACTOR
BOOZ ALLEN HAMILTON INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>4. All work necessary for the transition of on-going tasks and possession of files and other information back to the Agency.</p> <p>All other terms and conditions remain unchanged. TOPO: Leah Henry Max Expire Date: 08/31/2014 LIST OF CHANGES: Reason for Modification : Exercise an Option Period Of Performance End Date changed from 2014-06-30 to 2014-07-31</p> <p>New Total Amount for this Version: \$115,000.00 New Total Amount for this Award: \$575,000.00 Obligated Amount for this Modification: \$35,000.00 New Total Obligated Amount for this Award: \$251,100.00 Incremental Funded Amount changed: from \$216,100.00 to \$251,100.00 CHANGES FOR LINE ITEM NUMBER: 4 Obligated Amount for this modification: \$35,000.00 Incremental Funded Amount changed from \$0.00 to \$35,000.00 Exercised option</p> <p>CHANGES FOR DELIVERY LOCATION: HPOD Amount changed from \$70,000.00 to \$115,000.00</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 13-T-51HR-ZZZGF2X10-2504-HQ00BM00-1451NWR001-002 Beginning FiscalYear 13 Ending Fiscal Year Fund (Appropriation) T Budget Organization 51HR Program (PRC) ZZZGF2X10 Budget (BOC) 2504 Job # (Site/Project) HQ00BM00 Cost Organization DCN-LineID 1451NWR001-002 Amount: \$6,300.00 Subject To Funding: N Payment Address:</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 14-15-B-51HR-ZZZGF2-2504-1451NWR001-001 Beginning FiscalYear 14 Ending Fiscal Year 15 Fund (Appropriation) B Continued ...</p>				

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
GS-10F-0090J/EP-G14H-00785/005PAGE OF
3 4NAME OF OFFEROR OR CONTRACTOR
BOOZ ALLEN HAMILTON INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Budget Organization 51HR Program (PRC) ZZZGF2 Budget (BOC) 2504 Job # (Site/Project) Cost Organization DCN-LineID 1451NWR001-001 Amount: \$28,700.00 Subject To Funding: N Payment Address: Delivery Location Code: HPOD HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 USA Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive Durham NC 27711 FOB: Destination Period of Performance: 04/01/2014 to 07/31/2014				

**U. S. Environmental Protection Agency
Safety, Health and Environmental Management Division
Statement of Work
National Technical and Assistance Services**

Period of Performance

Base Period: 4/1/2014 - 4/30/2014, Option Period I: 5/1/2014 - 5/31/2014, Option Period II: 6/1/2014 - 6/30/2014
Option Period III: 7/1/2014 - 7/31/2014, Option Period IV: 8/1/2014 - 8/31/2014, Option Period V: 9/1/2014 - 9/30/2014

Background

The Safety, Health & Environmental Management Division (SHEMD) plays a vital role in supporting the Agency in executing its mission to protect human health and the environment. The Agency cannot perform its mission without human capital, real property, and a safe environment to work in. It is SHEMD's mission and responsibility to establish Agency policies and programs, provide technical assistance, and conduct evaluations to assure safe and healthful working conditions and environmental compliance of all Agency units.

Several areas of technical support are expected to assist SHEMD in supporting its mission: Occupational Health and Safety, Environmental Compliance, Environmental Management Systems, Health and Safety Management Systems, Information Management for Safety, Health and Environmental Programs, Fire and Life Safety and Training and Special Projects (e.g., Nanotechnology, Water Vessels, Mobile Laboratories and Chemical Warfare Agents).

Objectives

The contractor shall provide professional assistance to help SHEMD assure Agency facilities, activities and projects are in full compliance with current safety, health and environmental laws, state and local regulations, Agency guidance and directives and national consensus standards. Work will be assigned using written Technical Direction Letters (TDLs) as needed. The majority of work issued under the contract will be for small projects (under 500 labor hours) or situations where time is limited. The contractor should prepare to respond to TDLs on short notice. As listed, the EPA may require the contractor to provide the following types of support and technical assistance:

Task 1: Technical Assistance to Support SHEMD's Occupational Health and Safety Program

Task 1 a: *Administrative Support*

The contractor shall:

- * Develop draft policies, manuals and guidelines;
- * Identify workplace hazards and mitigation measures, including personal protective clothing for employees;
- * Prepare Safety Health Environmental Management (SHEM) program performance reports;
- * Prepare reports and keep records of accident/illness investigations, employee

complaints and investigations, occupational injuries and illnesses and hazardous duty assistance:

- * Support the Occupational Health and Safety Committee: including preparing meeting notices, recording and distributing minutes, attending meetings and serving as a technical advisor for the OH&S committee – meetings will be held either local or specified designated locations. Number of Trips – at a minimum of 50 trips per year
- * Provide logistical support for briefings, meetings and conferences, including arranging audio-visual needs, producing hand-outs, posters or signs, arranging for meeting rooms, developing presentation materials, assisting with registration, arranging for speakers and assisting with the development of agendas.

Task 1 b: *Training and Program Promotion Support*

The contractor shall:

- * Develop and/or present training programs for employee orientation to occupational health & safety, safety, health and environmental management, supervisory responsibilities, office safety, vehicle education and safety, emergency first aid, CPR and/or use of Automated External Defibrillators (AEDs), EPA's Wellness Program, maternal wellness, respiratory protection, general laboratory safety, hazardous materials handling, field safety, hazardous materials transportation, radiation safety, injury and illness reporting requirements, permit requirements and HAZWOPER basic (24 hours), intermediate (32 hours), and advanced (40 hours) courses;
- * Develop and distribute on-the-job health and safety documents, e.g., newsletter articles, bulletin board information and poster programs, memoranda and other occupational health and safety information.

Task 1 c: *Technical Assistance*

The contractor shall:

- * Implement Office Safety Programs, e.g., hazard recognition and abatement, emergency equipment and procedures, housekeeping, materials handling and media sampling and monitoring;
- * Implement Laboratory Safety Programs, such as safe handling, use, storage and disposal of hazardous materials, material safety data sheets, safe handling and use of compressed gases, protective equipment requirements, laboratory protocols for glassware, pipetting and analytical procedures, emergency equipment and procedures, housekeeping, posting of hazardous areas, materials handling and injury and illness reporting requirements;
- * Implement Field Safety Programs, e.g., vehicle safety programs (vessels, cars, trucks, mobile labs, trailers, etc.), handling hazardous substances in the field, sampling hazardous substances, personal protective equipment, materials handling, confined space entry, sites of unknown toxicity and emergency response;
- * Implement Noise Control Programs including protective equipment and monitoring and abatement; EPA will review all draft recommendations by the contractor prior to decisions on items of policy, regulation, or statute.

- * Assist Radiation Safety Programs, to include licensing requirements, posting and warning, personal protective equipment and badging and survey monitoring;
- * Assist asbestos and chemical management programs, e.g., State and local laws and regulations, chemical inventories and sampling and abatement.

Task 2: Technical assistance to Support SHEMD's Environmental Compliance Program

Task 2a: *Administrative Support*

The contractor shall:

- * Develop and update Environmental Management policies, manuals and guidelines;
- * Provide SHEMD officials with all current applicable regulatory requirements and proposed changes in the area of environmental management;
- * Prepare draft checklists and model documents to facilitate regional and research laboratory compliance with regulations, laws, policies, guidelines and national standards;
- * Maintain documents/records.

Task 2b: *Training and Promotion Support*

The contractor shall:

- * Identify training needs;
- * Develop and/or present training materials;
- * Develop and prepare promotional materials, including audio-visual materials, posters, newsletter articles, bulletin board information and memoranda. The training audience shall vary from senior EPA managers, SHEM and EMS coordinators, to the employees of the Agency, throughout the life of the contract..

Task 2c: *Technical Assistance*

The contractor shall:

- * Provide expert consultants on environmental management;
- * Respond to information from field laboratories and regional offices;
- * Prepare and execute plans for sampling emissions;
- * Review plans and specifications and compile needed comments for building modifications and new construction;
- * Prepare A-11 Annual Report, Federal facility biennial hazardous waste activity reports, safety, health and environmental management requirements and abatement action reports for building and facilities projects;
- * Identify permit needs of EPA facilities and prepare permit applications as required;
- * Assist at public hearings in support of the permit process;
- * Create a library of all permit applications and permits.

Task 3: Technical Assistance to Support SHEMD's Environmental Management Systems (EMS) Program

Task 3a: *Administrative Support*

The contractor shall:

- * Prepare EMS reports, documents, etc, as needed;
- * Develop an EMS tracking system;
- * Update EMS information;
- * Summarize applicable ISO 14001 requirements and proposed changes;
- * Maintain documents and records;
- * Prepare draft checklists to facilitate EPA's implementation of ISO 14001 guidelines, regulations, laws, policies and national standards.

Task 3b: *Training and Promotion Support*

The contractor shall:

- * Identify EMS training needs;
- * Develop and present training materials and promotional materials;
- * Prepare EMS and ISO 14001 presentations and provide demonstrations at meetings, conferences, etc;
- * Provide EMS awareness and competency training;
- * Prepare EMS presentation materials.

Task 3c: *Technical Support*

The contractor shall:

- * Provide expert consultants on the ISO 14001 standard and on EMS implementation;
- * Provide on-site support for EMS staff;
- * Assist with obtaining ISO 14001 registration;
- * Provide an EMS information hotline service;
- * Develop an EMS performance tracking system.

Task 4: Technical Assistance to Support SHEMD's Fire and Life Safety Support

Task 4a: *Administrative Support*

The contractor shall:

- * Develop and update guidelines, manuals and standards covering core practices;
- * Identify compliance requirements in accordance with the National Fire Protection Association;
- * Develop briefings and presentations;
- * Prepare draft and final reports.

Task 4b: *Technical Support*

The contractor shall:

- * Provide expert consultants on fire and life safety topics;
- * Review plans and specifications for building modifications and new construction;
- * Test and inspect fire protection systems.

Task 5: Special Projects (e.g. Communications and Strategic Planning, Nanotechnology,

Quality Assurance, etc.)

Task 5a: Administrative Support

The contractor shall:

- * Prepare and update program documents, guidelines and manuals;
- * Develop briefing packages and presentations;
- * Prepare posters and flyers for special programs and events;
- * Provide logistical support for special programs and events.

Task 5b: Technical Support

The contractor shall:

- * Provide technical assistance, including expert consultants;
- * Provide data analysis.

Task 6: Reports

Task 6a: Bi-Weekly Report

The contractor shall submit, electronically, a bi-weekly projection of work in hours and dollars for each activity identified by a TDL within 5 days of the first and third week of each month. The data will be imported into the SHEMD Budget Tracking System. The report shall be submitted using Microsoft Excel and will be consistent with the format of the example in Figure 1.

A spreadsheet shall summarize TDLs with only one entry per TDL, e.g. if a TDL has been amended only the adjusted information would be reflected.

Figure 1
Bi-Weekly Projection Report
Contract AB-12C-3456D, Order No. 7E-8910-FGHI
Actual Hours and Costs through 00/00/00; Projections from 00/00/00 through 00/00/00

TDL	Date Issued	TDL Name	Status	TDL Hours	Hrs Spent	Hrs Left	% Hrs Spent	Hrs Projected	Budget	Actual Costs	Amt. Left	% Spent	Budget Projected
1	##	Title		#	#	##	###	##	\$	\$	\$		
2	##	Title		#	#	##	###	##	\$	\$	\$		
3	##	Title		#	#	##	###	##	\$	\$	\$		
4	##	Title		#	#	##	###	##	\$	\$	\$		
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include a description of work completed for each active project (TDL number and project title), actual and projected deliverables, labor hours burned, dollars charged and percentage of project completed. The financial status section shall reflect the contractors cost and labor hours. The contractor shall report the authorized spending level and labor hours (for the current and previous months), cost and labor hours and the cumulative cost and labor hours invoiced to the Agency. The TDL section of the monthly report shall include the TDL project name for each completed and active project, the current labor hours and dollars charged that month, cumulative labor hours and dollars accrued against each project. The consolidated financial summary shall include the identification of each labor rate category, the hourly rate, number of hours expended that month and cumulatively, any funds expended that month and cumulatively, the contractors who worked on each project (identify the project by the TDL number), along with their hours and rates and any other costs incurred (e.g. travel).

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In accordance with EPA policy, the contractor shall provide a quality assurance plan prior to the collection of any environmental data under this contract. The contractor shall be required to collect of any environmental data for the purpose of executing the Agency program requirements.

Reference Documents

The following statutes and Executive Orders authorize the Agency to allocate resources and obligate funding to establish and maintain a comprehensive Occupational Safety, Health and Environmental Management Program to protect its Federal employees from injury or illness during their official duties and to protect the environment from the activities performed at an EPA-occupied facility:

1. Code of Federal Regulation, Title 29, Part 1960. "Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters," Part 1910. "Occupational Safety and Health Standards", and Part 1926, "Safety and Health Regulations for Construction"
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3. Occupational Safety and Health Act of 1970, Section 6 (29 USC 655) and Section 19 (29 USC 668)
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10. Safe Drinking Water Act of 1974, as amended (specifically, the Safe Drinking Water Act Amendments of 1986), PL 99-339, PL 93-523, (42 USC 300f, et seq.)
11. Pollution Prevention Act of 1990, PL 101-508, (42 USC 13101)
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33. Executive Order 13221, Energy Efficiency Standby Power Devices
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47. EPA Order 1460.1, Medical Surveillance
48. EPA Facilities Safety Manuals (Volumes 3 & 4)
49. EPA Order 1440.2, Training

The Contractor will be familiar with and knowledgeable of these laws, statutes, orders, requirements, regulations and standards. In addition, EPA facilities and activities may also fall under more restrictive or additional state and local regulations. New regulations may be enacted or established during this contract, which may affect the agreement. The contractor will become familiar with and knowledgeable of additions as necessary.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 3	
2. AMENDMENT/MODIFICATION NO. 006		3. EFFECTIVE DATE 08/19/2014		4. REQUISITION/PURCHASE REQ. NO.	
5. PROJECT NO. (If applicable)		6. ISSUED BY HPOD		7. ADMINISTERED BY (If other than Item 6)	
HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460		8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) BOOZ ALLEN HAMILTON INC. Attn: JANE HIMBERGER 8283 GREENSBORO DRIVE 7033770667 MCLEAN VA 221023838		9A. AMENDMENT OF SOLICITATION NO. 9B. DATED (SEE ITEM 11) 10A. MODIFICATION OF CONTRACT/ORDER NO. GS-10F-0090J EP-G14H-00785 10B. DATED (SEE ITEM 13) 03/27/2014	
CODE (b)(4)		FACILITY CODE			

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required) Net Decrease: -\$555.32
See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) Deobligate funds

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: (b)(4)

This modification deobligate remaining funds in the amount of \$555.32 from this expired order.

All other terms and conditions remain unchanged.

TOPO: Leah Henry

LIST OF CHANGES:

Reason for Modification : Funding Only Action

Total Amount for this Modification: -\$555.32

New Total Amount for this Version: \$229,444.68

New Total Amount for this Award: \$574,444.68

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Benjamin Shih	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. DATE SIGNED 08/19/2014	16C. DATE SIGNED 08/19/2014

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED	PAGE	OF
	GS-10F-0090J/EP-G14H-00785/006	2	3

NAME OF OFFEROR OR CONTRACTOR
BOOZ ALLEN HAMILTON INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Obligated Amount for this Modification: -\$555.32 New Total Obligated Amount for this Award: \$250,544.68 Incremental Funded Amount changed: from \$251,100.00 to \$250,544.68 Maximum Potential Expiration Date changed to : CHANGES FOR LINE ITEM NUMBER: 2 Total Amount changed from \$115,000.00 to \$114,722.80 Obligated Amount for this modification: -\$277.20 Incremental Funded Amount changed from \$76,592.00 to \$76,314.80</p> <p>CHANGES FOR DELIVERY LOCATION: HPOD Amount changed from \$115,000.00 to \$114,722.80</p> <p>CHANGES FOR ACCOUNTING CODE: 14-15-C-51SN-ZZZGF2X03-2504-1451SEN002-001 Amount changed from \$3,090.00 to \$2,907.21 Percent changed from 2.68696 to 2.52801</p> <p>CHANGES FOR ACCOUNTING CODE: 14-T-51SN-ZZZGF2X03-2504-HQ00BM00-1451SEN002-002 Amount changed from \$3,502.00 to \$3,407.59 Percent changed from 3.04522 to 2.96312</p> <p>CHANGES FOR LINE ITEM NUMBER: 3 Total Amount changed from \$115,000.00 to \$114,721.88 Obligated Amount for this modification: -\$278.12 Incremental Funded Amount changed from \$59,008.00 to \$58,729.88</p> <p>CHANGES FOR DELIVERY LOCATION: HPOD Amount changed from \$115,000.00 to \$114,721.88</p> <p>CHANGES FOR ACCOUNTING CODE: 14-15-B-51SN-ZZZGF2X03-2504-1451SEN002-003 Amount changed from \$14,008.00 to \$13,729.88 Percent changed from 12.18087 to 11.93903</p> <p>Delivery Location Code: HPOD HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 USA</p> <p>Continued ...</p>				

NAME OF OFFEROR OR CONTRACTOR
 BOOZ ALLEN HAMILTON INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive Durham NC 27711 FOB: Destination Period of Performance: 04/01/2014 to 07/31/2014				

**U. S. Environmental Protection Agency
Safety, Health and Environmental Management Division
Statement of Work
National Technical and Assistance Services**

Period of Performance

Base Period: 4/1/2014 - 4/30/2014, Option Period I: 5/1/2014 - 5/31/2014, Option Period II: 6/1/2014 - 6/30/2014
Option Period III: 7/1/2014 - 7/31/2014, Option Period IV: 8/1/2014 - 8/31/2014, Option Period V: 9/1/2014 - 9/30/2014

Background

The Safety, Health & Environmental Management Division (SHEMD) plays a vital role in supporting the Agency in executing its mission to protect human health and the environment. The Agency cannot perform its mission without human capital, real property, and a safe environment to work in. It is SHEMD's mission and responsibility to establish Agency policies and programs, provide technical assistance, and conduct evaluations to assure safe and healthful working conditions and environmental compliance of all Agency units.

Several areas of technical support are expected to assist SHEMD in supporting its mission: Occupational Health and Safety, Environmental Compliance, Environmental Management Systems, Health and Safety Management Systems, Information Management for Safety, Health and Environmental Programs, Fire and Life Safety and Training and Special Projects (e.g., Nanotechnology, Water Vessels, Mobile Laboratories and Chemical Warfare Agents).

Objectives

The contractor shall provide professional assistance to help SHEMD assure Agency facilities, activities and projects are in full compliance with current safety, health and environmental laws, state and local regulations, Agency guidance and directives and national consensus standards. Work will be assigned using written Technical Direction Letters (TDLs) as needed. The majority of work issued under the contract will be for small projects (under 500 labor hours) or situations where time is limited. The contractor should prepare to respond to TDLs on short notice. As listed, the EPA may require the contractor to provide the following types of support and technical assistance:

Task 1: Technical Assistance to Support SHEMD's Occupational Health and Safety Program

Task 1 a: *Administrative Support*

The contractor shall:

- * Develop draft policies, manuals and guidelines;
- * Identify workplace hazards and mitigation measures, including personal protective clothing for employees;
- * Prepare Safety Health Environmental Management (SHEM) program performance reports;
- * Prepare reports and keep records of accident/illness investigations, employee

complaints and investigations, occupational injuries and illnesses and hazardous duty assistance:

- * Support the Occupational Health and Safety Committee: including preparing meeting notices, recording and distributing minutes, attending meetings and serving as a technical advisor for the OH&S committee – meetings will be held either local or specified designated locations. Number of Trips – at a minimum of 50 trips per year
- * Provide logistical support for briefings, meetings and conferences, including arranging audio-visual needs, producing hand-outs, posters or signs, arranging for meeting rooms, developing presentation materials, assisting with registration, arranging for speakers and assisting with the development of agendas.

Task 1 b: *Training and Program Promotion Support*

The contractor shall:

- * Develop and/or present training programs for employee orientation to occupational health & safety, safety, health and environmental management, supervisory responsibilities, office safety, vehicle education and safety, emergency first aid, CPR and/or use of Automated External Defibrillators (AEDs), EPA's Wellness Program, maternal wellness, respiratory protection, general laboratory safety, hazardous materials handling, field safety, hazardous materials transportation, radiation safety, injury and illness reporting requirements, permit requirements and HAZWOPER basic (24 hours), intermediate (32 hours), and advanced (40 hours) courses;
- * Develop and distribute on-the-job health and safety documents, e.g., newsletter articles, bulletin board information and poster programs, memoranda and other occupational health and safety information.

Task 1 c: *Technical Assistance*

The contractor shall:

- * Implement Office Safety Programs, e.g., hazard recognition and abatement, emergency equipment and procedures, housekeeping, materials handling and media sampling and monitoring;
- * Implement Laboratory Safety Programs, such as safe handling, use, storage and disposal of hazardous materials, material safety data sheets, safe handling and use of compressed gases, protective equipment requirements, laboratory protocols for glassware, pipetting and analytical procedures, emergency equipment and procedures, housekeeping, posting of hazardous areas, materials handling and injury and illness reporting requirements;
- * Implement Field Safety Programs, e.g., vehicle safety programs (vessels, cars, trucks, mobile labs, trailers, etc.), handling hazardous substances in the field, sampling hazardous substances, personal protective equipment, materials handling, confined space entry, sites of unknown toxicity and emergency response;
- * Implement Noise Control Programs including protective equipment and monitoring and abatement; EPA will review all draft recommendations by the contractor prior to decisions on items of policy, regulation, or statute.

- * Assist Radiation Safety Programs, to include licensing requirements, posting and warning, personal protective equipment and badging and survey monitoring;
- * Assist asbestos and chemical management programs, e.g., State and local laws and regulations, chemical inventories and sampling and abatement.

Task 2: Technical assistance to Support SHEMD's Environmental Compliance Program

Task 2a: *Administrative Support*

The contractor shall:

- * Develop and update Environmental Management policies, manuals and guidelines;
- * Provide SHEMD officials with all current applicable regulatory requirements and proposed changes in the area of environmental management;
- * Prepare draft checklists and model documents to facilitate regional and research laboratory compliance with regulations, laws, policies, guidelines and national standards;
- * Maintain documents/records.

Task 2b: *Training and Promotion Support*

The contractor shall:

- * Identify training needs;
- * Develop and/or present training materials;
- * Develop and prepare promotional materials, including audio-visual materials, posters, newsletter articles, bulletin board information and memoranda. The training audience shall vary from senior EPA managers, SHEM and EMS coordinators, to the employees of the Agency, throughout the life of the contract..

Task 2c: *Technical Assistance*

The contractor shall:

- * Provide expert consultants on environmental management;
- * Respond to information from field laboratories and regional offices;
- * Prepare and execute plans for sampling emissions;
- * Review plans and specifications and compile needed comments for building modifications and new construction;
- * Prepare A-11 Annual Report, Federal facility biennial hazardous waste activity reports, safety, health and environmental management requirements and abatement action reports for building and facilities projects;
- * Identify permit needs of EPA facilities and prepare permit applications as required;
- * Assist at public hearings in support of the permit process;
- * Create a library of all permit applications and permits.

Task 3: Technical Assistance to Support SHEMD's Environmental Management Systems (EMS) Program

Task 3a: *Administrative Support*

The contractor shall:

- * Prepare EMS reports, documents, etc, as needed;
- * Develop an EMS tracking system;
- * Update EMS information;
- * Summarize applicable ISO 14001 requirements and proposed changes;
- * Maintain documents and records;
- * Prepare draft checklists to facilitate EPA's implementation of ISO 14001 guidelines, regulations, laws, policies and national standards.

Task 3b: *Training and Promotion Support*

The contractor shall:

- * Identify EMS training needs;
- * Develop and present training materials and promotional materials;
- * Prepare EMS and ISO 14001 presentations and provide demonstrations at meetings, conferences, etc;
- * Provide EMS awareness and competency training;
- * Prepare EMS presentation materials.

Task 3c: *Technical Support*

The contractor shall:

- * Provide expert consultants on the ISO 14001 standard and on EMS implementation;
- * Provide on-site support for EMS staff;
- * Assist with obtaining ISO 14001 registration;
- * Provide an EMS information hotline service;
- * Develop an EMS performance tracking system.

Task 4: Technical Assistance to Support SHEMD's Fire and Life Safety Support

Task 4a: *Administrative Support*

The contractor shall:

- * Develop and update guidelines, manuals and standards covering core practices;
- * Identify compliance requirements in accordance with the National Fire Protection Association;
- * Develop briefings and presentations;
- * Prepare draft and final reports.

Task 4b: *Technical Support*

The contractor shall:

- * Provide expert consultants on fire and life safety topics;
- * Review plans and specifications for building modifications and new construction;
- * Test and inspect fire protection systems.

Task 5: Special Projects (e.g. Communications and Strategic Planning, Nanotechnology,

Quality Assurance, etc.)

Task 5a: Administrative Support

The contractor shall:

- * Prepare and update program documents, guidelines and manuals;
- * Develop briefing packages and presentations;
- * Prepare posters and flyers for special programs and events;
- * Provide logistical support for special programs and events.

Task 5b: Technical Support

The contractor shall:

- * Provide technical assistance, including expert consultants;
- * Provide data analysis.

Task 6: Reports

Task 6a: Bi-Weekly Report

The contractor shall submit, electronically, a bi-weekly projection of work in hours and dollars for each activity identified by a TDL within 5 days of the first and third week of each month. The data will be imported into the SHEMD Budget Tracking System. The report shall be submitted using Microsoft Excel and will be consistent with the format of the example in Figure 1.

A spreadsheet shall summarize TDLs with only one entry per TDL, e.g. if a TDL has been amended only the adjusted information would be reflected.

Figure 1
Bi-Weekly Projection Report
Contract AB-12C-3456D, Order No. 7E-8910-FGHI
Actual Hours and Costs through 00/00/00; Projections from 00/00/00 through 00/00/00

TDL	Date Issued	TDL Name	Status	TDL Hours	Hrs Spent	Hrs Left	% Hrs Spent	Hrs Projected	Budget	Actual Costs	Amt. Left	% Spent	Budget Projected
1	##	Title		#	#	##	###	##	\$	\$	\$		
2	##	Title		#	#	##	###	##	\$	\$	\$		
3	##	Title		#	#	##	###	##	\$	\$	\$		
4	##	Title		#	#	##	###	##	\$	\$	\$		
5	##	Title		#	#	##	###	##	\$	\$	\$		
6	##	Title		#	#	##	###	##	\$	\$	\$		
7	##	Title		#	#	##	###	##	\$	\$	\$		

Task 6 b: Monthly Reports

The contractor shall submit an electronic monthly status report within 14 days of the end of each month. The report shall consist of four sections 1) progress section, 2) financial status section at the Task Order level, 3) TDL cost summary and 4) consolidated financial summary. It shall

include a description of work completed for each active project (TDL number and project title), actual and projected deliverables, labor hours burned, dollars charged and percentage of project completed. The financial status section shall reflect the contractors cost and labor hours. The contractor shall report the authorized spending level and labor hours (for the current and previous months), cost and labor hours and the cumulative cost and labor hours invoiced to the Agency. The TDL section of the monthly report shall include the TDL project name for each completed and active project, the current labor hours and dollars charged that month, cumulative labor hours and dollars accrued against each project. The consolidated financial summary shall include the identification of each labor rate category, the hourly rate, number of hours expended that month and cumulatively, any funds expended that month and cumulatively, the contractors who worked on each project (identify the project by the TDL number), along with their hours and rates and any other costs incurred (e.g. travel).

The contractor shall also submit, electronically, the monthly report, within 14 days of the end of each month, for each active TDL to the assigned technical representative – the technical point of contact. The report shall include a narrative summary and activity statement that explains the level of work performed under the TDL, the number of labor hours burned, the total cost incurred, summary of deliverables submitted, anticipated future activities and the percent of the project completed.

OTHER INFORMATION

EPA Facilities

Although the majority of work under this contract will not require on-site support, there are occasions when on-site support may be needed. Locations include Agency offices or laboratories.

EPA's Headquarters buildings are located in Washington, D.C. Additionally, there are approximately 29 laboratories and 15 area offices throughout the U.S. and Puerto Rico that perform scientific and technological activities ranging from enforcement and technical services to research and development. The following is a description of the different types of EPA facilities:

Regional Offices: The Regions provide administrative support for the development and implementation of comprehensive and integrated environmental protection programs.

Regional Science and Technology Services: The ten regional laboratories support the regional programs primarily through the provision of laboratory analytical support, quality oversight, and technical activities for enforcement and compliance.

National Program Laboratories for the Office of Research and Development (ORD): ORD has three (3) national program laboratories that oversee the activities of approximately 30 Divisions nationwide. These facilities engage in basic research, application-driven research and technical assistance.

Other Program Laboratories (Air and Radiation, Pesticides, Water and Enforcement): These laboratories support regulatory and short-term needs through laboratory analytical services, enforcement, compliance activities, monitoring, technical assistance and other services.

Headquarters: EPA Headquarters is responsible for the Agency's policy making, management, administration and integration functions for research, monitoring, enforcement and standard-setting pertaining to the protection of the environment.

Non-building Facilities: In addition to the above, the Agency maintains various vehicles, vessels and aircraft used in the performance of duties.

Format of Written Deliverables

Written deliverables and training requirements will be identified in individual TDLs. The contractor shall provide a draft of all written deliverables to the EPA PO. The government will provide comments on these in writing. The contractor shall take into account comments from non-EPA personnel as provided by the EPA PO. The contractor shall then revise and distribute final copies of the deliverables.

All reports and other documentation prepared under any given TDL shall be prepared in accordance with Agency guidance. Other documentation standards and formats may be used provided they receive written approval in advance by EPA's Project Officer. EPA personnel will fully review the contractor's products and services before making a final determination regarding their technical soundness and adherence to Agency policies and procedures. The contractor shall not attend or participate in training without prior EPA approval. All training sessions will have the EPA PO or his/her designee present.

Miscellaneous

The contractor shall not interpret EPA policy on behalf of EPA nor make decisions on items of policy, regulation, or statute. Contractor employees shall prominently display badges identifying them as contractors.

Unless otherwise specified in a given TDL, the contractor shall furnish all necessary personnel, facilities, equipment, materials and services required for performance of this contract. Any assignments with regard to statistical surveys, data collection using questionnaires or statistical analysis of survey data shall be performed in accordance with required procedures and established guidance, including the "EPA Survey Management Handbook <http://www.epa.gov/oamcinc1/0711333/handbook.pdf>."

In accordance with EPA policy, the contractor shall provide a quality assurance plan prior to the collection of any environmental data under this contract. The contractor shall be required to collect of any environmental data for the purpose of executing the Agency program requirements.

Reference Documents

The following statutes and Executive Orders authorize the Agency to allocate resources and obligate funding to establish and maintain a comprehensive Occupational Safety, Health and Environmental Management Program to protect its Federal employees from injury or illness during their official duties and to protect the environment from the activities performed at an EPA-occupied facility:

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